

JOB DESCRIPTION

Job Title:	Science Technician
Academy:	BBG Academy
Salary Scale:	SCP 7 - 11 £22,369 - £24,054 per annum FTE
Actual Salary:	£18,560 - £19,958 per annum
Working hours:	37 hours per week. Term time only
Responsible to:	Head of Science

Duties: To work under the direction of the Head of Science and coordinate the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum across the Science Department. To give technical advice and health and safety advice, to teachers and students. To take a lead in carrying out the stock control, ordering of provisions and liaising with suppliers and the Finance team.

KEY RESPONSIBILITIES:

- To work as part of a team with all colleagues in the Science Department and wider school
- To assist the department with practical classes and demonstrations, preparing resources and assembling apparatus/equipment.
- To ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
- To clean sinks, benches and equipment and wash and dry glassware, returning apparatus etc. to storage as soon as is practicable.
- To manage and update the departmental display boards.
- To assist with the use of computing resources and to set-up audio visual equipment as requested.
- To undertake administrative duties including ordering & monitoring stock supplies and keeping accurate records in-line with health and safety guidelines
- To keep up-to-date with current procedures and practices through continuing professional development.
- Participate in the Academy's performance management scheme and to participate in training and learning activities as required.
- Administer first aid to students following academy protocol and first aid guidance.

- Attend staff meetings, training days and management meetings by agreement with the Line Manager.
- To carry out any other such duties as agreed with the Head of Department within or outside the department

Health and Safety

- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Carry out routine and non-routine safety checks, cleaning, maintenance, testing and repairing of equipment to the required standard.

Other Specific Duties:

- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the academy team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health and safety, security, confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the Senior Leadership Team
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post

The suitable candidate will have the ability to plan and manage their own time effectively and have an enthusiastic and energetic approach to work

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of school hours and off school premises, as required by the Academy. No smoking policy.



PERSON SPECIFICATION

Job Title: Science Technician

Academy: BBG Academy

Pay Scale: SCP 7 - 11

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications & Training</p> <p>NVQ Level 3 or equivalent in a relevant subject.</p> <p>Appropriate first aid training</p>	<p>X</p>	<p>X</p>
<p>Experience</p> <p>Appropriate experience of working in an academy or academy Science department.</p>	<p>X</p>	
<p>Skills & Knowledge</p> <p>Demonstrable ICT skills and ability to use them as part of the learning process, or the ability to develop ICT skills in a reasonable time frame.</p> <p>Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</p>	<p>X</p>	<p>X</p>

<p>A knowledge of health and safety regulations and practices required within the department to ensure a safe working environment for students</p> <p>Experience to demonstrate an awareness of the safety measures around the use of chemicals and equipment used within the department.</p>	<p>X</p> <p>X</p>	
<p>Personal Qualities</p> <p>Demonstrable interpersonal skills</p> <p>Ability to work successfully in a team</p> <p>Able to exercise discretion and judgement</p> <p>Self-motivation to complete required duties</p> <p>Confidentiality</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Other requirements</p> <p>To be committed to the Academy's policy and ethos.</p> <p>To be committed to Continual Professional Development.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Equal opportunities</p> <p>To assist in ensuring that RMAE equalities policies are considered within working practices in terms of both employment and service delivery.</p>	<p>X</p>	