



Science Technician
Grade 2 SP 3-4
Job Description & Person
Specification

Job Description for Science Technician

Grade: Emmaus Catholic MAC Support Staff Pay Scales
Grade 2 SP 3-4

Line Manager: Senior Science Technican

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance of the Science Lead. To carry out the duties as set out below.

Job Purpose:

- To prepare materials for the Science teachers.
- To maintain a safe working environment.
- To support staff and students in preparing and demonstrating practical activities, including:
- Ensuring apparatus and chemicals are available as and when required by teaching staff
- Setting up, testing and demonstrating apparatus and experiments as required
- Retrieving and clearing away after practical activities; disposing of waste laboratory materials, including hazardous waste, in accordance with established guidelines
- Suggesting and making improvements to apparatus, laboratories, or prep rooms
- To order chemicals and equipment where necessary.
- To follow CLEAPSS guidelines.
- To assist other technicians as and when appropriate.
- To keep the laboratories and prep rooms tidy so that they are a safe and pleasant environment in which to work and study.
- To make apparatus and testing as required and recording any necessary repairs.
- To keep manufacturer's information of relevant apparatus/materials.
- To pro-actively contribute to the development of the facilities and operation of the Science Department.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'together we grow and learn, knowing that God is with us in all we do'

SPECIFIC RESPONSIBILITIES

DUTY HOURS

Termtime 37 hours per week / Permanent

ADDITIONAL DUTIES AND RESPONSIBILITIES

Key Accountabilities/main duties

- General maintenance and cleaning of apparatus and equipment including minor repairs where this can be safely carried out.
- Use of IT, to store information, keep records and maintain and upkeep the schemes of work. Carry out any other clerical duties.
- Assist in the maintenance of stock levels and carry out stock checks
- Support staff and students on educational trips.
- Maintain standards of safety and security within the Science Department
- To carry out other duties as reasonably requested by the Senior Science Technician /Head of the Science Department or the Principal.

Health and Safety

- To become a member of the school's First Aid Team, being a nominated First Aider and responding to calls as required. Full training will be provided.
- To receive Fire Marshall training and to support the school in the event of a Fire Drill or activation of the fire alarm.
- Be aware of the responsibility for personal health and safety and that of others who may be affected by your actions or inactions.
- To fully inform the Head of Science on all issues of health and safety.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.

Other Duties

- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Identify future resourcing needs and aspirations for the subject.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.

- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

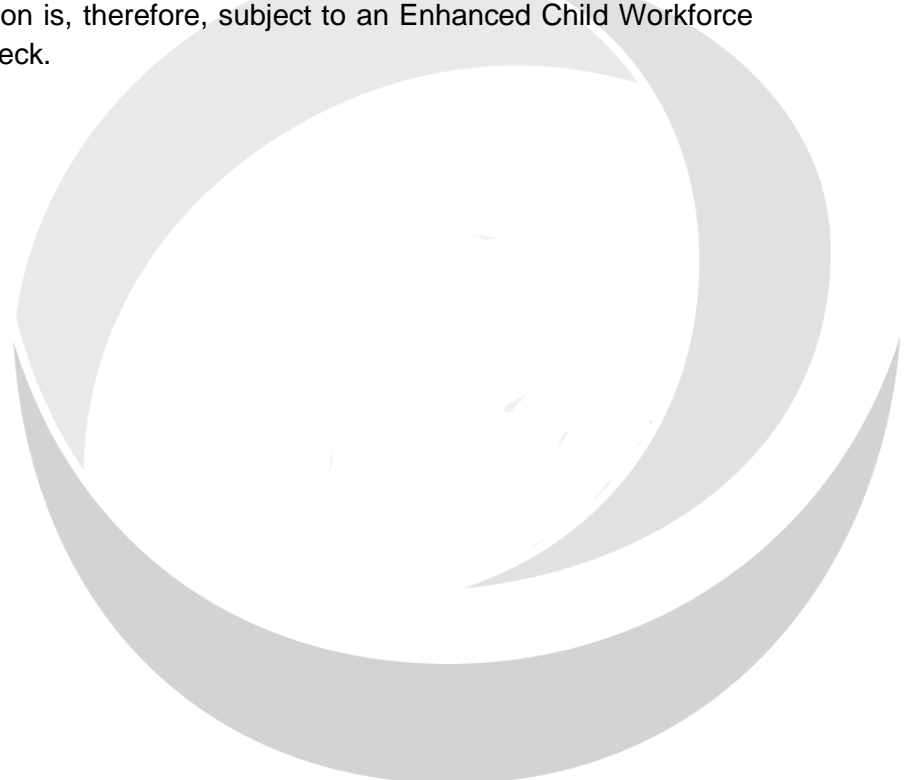
The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Science Technician

Task	Essential	Desirable
Qualifications and Training		
5+ GCSE's or equivalent at grades 4/C or above including English, Maths and Science	✓	
Evidence of up-to-date professional development	✓	
Science A Level (or equivalent)		✓
Educated to degree level in a Science/technical background		✓
C&G Science Laboratory Certificate, or any relevant		✓
Additional professional and/or academic qualifications		✓
Knowledge and Experience		
Evidence of proactive approach to planning and prioritising work, with the ability to use initiative appropriately.		
Experience of working in a science laboratory.		✓
Experience of working in a school environment.		✓
Experience of working with young people in a similar support role		✓
General knowledge of Key Stages 3, 4 and 5 Science.		✓
Knowledge of current Health and Safety requirements.		✓
Competent use of IT		✓
Personal Qualities and Attributes		
Excellent standards of personal presentation.	✓	
A strong and credible presence – personal profile.	✓	
A “no excuses” disposition towards performance.	✓	
Strengths in communicating with colleagues, individually or in groups.	✓	
A Knowledge of Equality & Diversity issues.	✓	
Genuine passion and belief in the potential of every student	✓	
A commitment to the principles of professional confidentiality.	✓	
To comply with the Schools commitment to the protection and safeguarding of children.	✓	
First class organisational skills, with the ability to remain calm under pressure and work to deadline. Systematic in approach to task, with attention to detail.	✓	
Ability to relate well to children and adults.	✓	
Able to work independently and as part of a team.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.