



## Job Description

### Level 1 Science Technician

<b>Employer</b>	Castleman Academy Trust	<b>Salary</b>	Grade D SCP 5 - 6
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#### Key Priorities

- Provide technical and administrative support to teaching staff in science departments.
- Support the teaching staff within science departments to ensure the safe and proper use and maintenance of resources and equipment.

#### Key Responsibilities

- Prepare and maintain classrooms and laboratories; prepare and maintain materials for use by staff and pupils, ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- Prepare and assemble teaching resources, apparatus, solutions, specimens and equipment for use by staff and pupils
- Assist teachers in preparation for examinations
- Maintain and undertake basic repairs to equipment where practical to do so
- Clean glassware, dirty equipment and sinks within laboratories, and keep the department running at optimum efficiency and cleanliness
- Work in a manner in which ensures the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures
- Collect and care for insects, animals and plant materials
- Deal with spillages/breakages, following regulations
- Maintain stock and order equipment supplies, as necessary
- Maintain an inventory of laboratory equipment
- Assist with the issue and return of textbooks or other teaching aids
- Undertake general administrative tasks such as answering the telephone, photocopying, filing, paperwork etc
- | Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed

#### Support the teacher by:

- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Keeping such records of the children's development as are required by the school.

#### Support the school by:

- Being aware of and working in accordance with the school's policies and procedures.
- Respecting confidential issues linked to home, other pupils, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.

#### Support personal development by:

- Participating in the school's appraisal and employee development procedures.
- Attending relevant training and development opportunities as required by the Headteacher.

### **Generally:**

- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- Experience of working with children in an educational setting is an advantage.
- The post holder will require discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication.
- An education standard equating to GCSE grade C in English, Mathematics and Science would be an advantage, together with a qualification relevant to supporting the learning process in schools.
- A vocational or academic qualification in the relevant subject area would be an advantage
- A minimum of two years applied practical experience is required
- Good organisational and prioritising skills are essential
- The post holder should have an ability to use ICT for data entry and creating displays for pupils' work

### **Creativity and Innovation**

- Apply technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment
- Assist pupils with practical work and help pupils develop their creative skills
- Create displays of pupils' work

### **Contacts and Relationships**

- Daily interaction with teaching and other support staff. Regular contact with pupils to assist them with their learning. Some contact with external suppliers and contractors, as required.

### **Decisions**

- Decisions will be made when to intervene in pupils' activities for instruction or safety purposes.
- Research will be undertaken to support staff and pupils' projects and activities

### **Resources**

- Little or no responsibility for physical or financial resources.
- Protective clothing will be provided and must be worn at all times.

### **Work Environment**

- Duties will normally be undertaken in classrooms or laboratories within the school. There may be some use of chemicals or toxic materials and/or some use of power tools
- Lifting and movement of resources and equipment will often be required, using trolleys where appropriate

Any other duties commensurate with the role of Level 1 Science Technician that may be required from time to time. Level 1 Science Technicians are accountable to the Trust Board and Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



## Person Specification Level 1 Science Technician

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum Grade C or above in English and Mathematics or equivalent qualifications or relevant experience		X
Experience and Knowledge	Desirable	Essential
Experience of working with children		X
Understanding of the school's Health and Safety Policy		X
Understanding of basic first aid procedures and willingness to undertake first aid training		X
Knowledge of school's behaviour and management policy and procedures		X
Knowledge of Child Safeguarding		X
Knowledge of school's fire and emergency procedures		X
Skills	Desirable	Essential
Excellent verbal communication skills		X
Patience and commitment		X
Ability to remain calm and make decisions whilst under pressure		X
Good organisational and planning skills		X
Ability to work under own initiative		X
Ability to respond sensitively and flexibly to competing demands from pupils		X
Ability to handle confidential information with discretion		X
Attitude/Motivation	Desirable	Essential
A commitment to developing yourself through continuing education and training		X
Enthusiasm		X
Empathy		X
Self-motivated		X
Team Player		X
Flexible and adaptable approach		X
Willingness to continue and maintain professional development		X
Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X