



Science Technician

JOB DESCRIPTION

Role Purpose:

Coordinate the use of resources and facilities and aid and advice in meeting the practical needs of the curriculum, liaising with teaching staff and other support staff. Ensuring the maintenance of a healthy and safe working environment and to contribute to the design, development, and maintenance of specialist resources. Routine and non-routine checking, maintenance, calibration, testing and repairing of equipment. Assist in the smooth running of the department.

Key Accountabilities:

Reporting to Senior Technician, this post holder will be accountable for

Organisational

- Assisting teachers in practical lessons and carrying out demonstrations.
- Constructing and modifying apparatus.
- Safe disposal of waste materials including hazardous substances.
- Collecting, checking and returning equipment and other learning resources to stores.
- General cleaning of bench and table resources, cupboards, and fixed equipment.
- General cleaning and repair of equipment and other learning resources.
- Organising, storing, and checking the condition of chemicals and equipment.
- Supporting periodic Parents' evenings and open evenings.
- Organising and supervising trainee technicians and students on work experience.

Administrational

- Obtaining materials by local purchase on a timely basis.
- Checking stock and ordering. This includes sourcing, costing, and suggesting economic alternatives to maintain stock levels.
- Keeping up to date records of stock including chemicals and equipment. Keeping up to date records of learning resources including texts and other literature such as DVDs

Resources

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- Preparation of resources, assembling apparatus for teaching & learning activities.
- Ensuring distribution of requested learning resources to appropriate teaching rooms on a timely basis including those required for cover.
- Contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Maintaining learning resources to meet the needs of Schemes of Work and teacher requests including texts, photocopied sheets, leaflets, magazines, videos and programmes on the VLE or other computer files.

Responsibilities

- To be available to staff and pupils at all times during the day except for the designated lunch break.
- To operate as a member of a team, undertaking any reasonable activity that assists in the smooth running of a department, e.g. dealing with pupil welfare, informing on unexpected staff absence.
- Keeping up to date with health and safety requirements and with developments in practical skills. Responding to actual or potential hazards including the cleaning up of spills when requested by teachers.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships with staff and students and communicate with other agencies and professionals as necessary.
- Attend and participate in meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties appropriate to the grade of the post, as requested/directed by the principal.

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PERSON SPECIFICATION

Experience

- Experience of the development and operation of administrative systems.
- Experience of working in an educational environment

Qualifications/Training

- NVQ or equivalent qualifications or experience in a similar position.
- GCSEs or equivalent qualifications in English, Maths and Science.

Knowledge/Skills

- Effective use of ICT and other office equipment and resources
- Full working knowledge of relevant school policies and codes of practice
- Good ICT skills
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- Good time management.
- Appropriate knowledge of First Aid
- Take responsibility and accountability.
- Demonstrates a positive attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.
- Is adaptable to change / embraces and welcomes change.

Motivation and Personality

- Positive, enthusiastic outlook.
- Able to work well with others, responding positively to requests and new challenges.
- Able to maintain confidentiality.
- Able to respond quickly to changes and be flexible in meeting demands.
- Able to prioritise workload and work under pressure.
- Receptive to new ideas and able to generate them.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Commitment to equal opportunities.

Circumstances and Health

- Good record of attendance and punctuality.
- Able to work effectively under pressure and be resilient.
- Be responsible for their own work life balance.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
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	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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