

## JOB DESCRIPTION: Science Technician



ENDEAVOUR  
PERSEVERE  
ACHIEVE

# Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

## Job Profile

<b>Job Title:</b>	Science Technician
<b>Grade:</b>	Scale 3
<b>Reports to:</b>	Head of Science Faculty
<b>Staff Managed (if any):</b>	None.

### Job Purpose And Context

The Science Technician's role is to work with the Senior Science Technician to ensure effective day to day operation of the Science Department. To assist with departmental development and to deputise for the Senior Science Technician in their absence. They are responsible for planning, development, monitoring and review and for the effective and efficient day-to-day functioning and long term of support to teachers and pupils.

### Roles and Responsibilities

1. To actively maintain systems to manage the organisation and deployment of:
  - Materials and resources
  - Tools, equipment, plant and apparatus
  - Experiments and demonstrations
  - Technical support staffto support teaching and learning
2. Liaise with school staff outside the department on a day to day basis i.e. Facilities Management team, cleaners and admin staff to ensure best outcomes for the department.
3. To work with students individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. Be prepared to act in a supervisory role during occasional school visits (These responsibilities to be carried out under the supervision of the teacher). To respond to queries and supply information and advice direct to students.
4. To support teaching and learning in the classroom as and when is necessary.
5. Assist with regular (minimum yearly) stock takes of chemicals and consumable resources and a program of reordering.

*Support Staff Restructure  
11 February 2016*

6. Undertake a regular program of maintenance for large pieces of equipment, tools and manage minor repairs in line with departmental, school, the manufacturers and insurance policies.
7. Work with the Senior Science Technician to develop and implement new ideas, strategies and schemes of work.
8. To advise and support teachers, the technician team and other school staff with technical aspects (specified in paragraph 1 above) which support teaching and learning, and high standards of health and safety.
9. To assist in the implementation of an agreed program of scheduled routine maintenance to tools, equipment, systems and procedures and manage minor repairs
10. To take appropriate action to identify, evaluate and minimise and manage any risks to health, safety and security in the immediate working environment in line with school procedures and in accordance with specialist knowledge.
11. To assist in the implementation of an agreed scheduled and recorded programme of safety checks on resources, equipment and materials
12. In the absence of the Senior Science Technician this post will administer a range of emergency procedures in the event of emergency, incident or other unforeseen circumstances to include provision of technical information as required, for communication to parents and the emergency services.
13. To use and develop ICT skills to support the administrative requirements of the post
14. In the absence of the Senior Science Technician, supervise on a day-to-day basis.
15. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
16. To complete school based induction and any subsequent training required to improve performance including first aid training.
17. To take part in the school performance management system, in accordance with school policies.

**Notes:**

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.

2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It might be a requirement of the post that Senior Management requests that the postholder undertakes first aid training and the postholder's name be added to the school list of those with such training. The expectation would be that where such training has been provided the postholder could be called upon to provide such first aid to students; colleagues or visitors to the school.
6. It might be a requirement of the post that Senior Management requests that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder could be called upon to undertake such duties during alarm activations.
7. Emerson Park Academy is fully committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
8. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.

## Science Technician Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & interview
Ability to write effectively for a variety of audiences	√		Application & interview
Ability to manage budgets within the financial regulations of the school	√		Application & interview
Ability to assess and plan for training and professional development	√		Application & interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
<b>Knowledge</b>			
Detailed and in-depth knowledge of specific technical health, safety and security issues in schools	√		Application & interview
Specific curriculum relevant knowledge ( <i>to be specified relevant to the post</i> )		√	Application & interview
Know how to carry out health and safety checks, tests and routine maintenance	√		Application & interview
Know how to carry out and implement the practical tasks associated with security of materials and resources	√		Application & interview
An understanding of procurement and purchasing		√	Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview
<b>Qualifications and Experience</b>			
Certification of competence in word processing and data base operations	√		Application
First Aid at Work Qualification		√	Application & interview
GCSE at level A – C in English and mathematics or equivalent	√		Application
Between five and ten years experience in a technical support or technician function	√		Application & interview
Willingness and motivation to develop own skills and work towards NVQ Level 4 Laboratory and Associated Technical Activities	√		Application & interview