



## **JOB SPECIFICATION**

### **Science Technician**

**Line Manager: Leader for Science**

**Responsible to: Business Manager**

**Salary: £9,152.40 per annum (FTE: £20,240.48)**

Term time only - 20 hours per week

We require a Science Technician to work within a team of Science Technicians to ensure that the work of the Science teachers is fully supported and enhanced to deliver an outstanding curriculum to our students. We offer comprehensive training and support with opportunities for career progression.

#### **KEY RESPONSIBILITIES**

In particular, you are required to undertake the following responsibilities:

- Responsible to senior technician as a member of a team providing technician support to the Science department
- Preparing apparatus, materials and solutions and setting up/checking equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away apparatus etc.
- Basic construction and modification of apparatus
- General maintenance (including cleaning of apparatus and equipment maintenance of general laboratory services and facilities. Reporting faults to senior technician.
- Participating in the organisation and storage of equipment, materials and apparatus as required.
- Disposal of waste laboratory materials as directed, in accordance with established guidelines.
- Setting up and maintaining specialist resources, including plant and animal collections.
- Participating in the preparation and setting up of apparatus, materials and equipment for use in practical examinations/assessments.
- Other appropriate technician duties as requested by the senior technician. This may involve work in any area of the department and on any site of The College.
- Ability to operate prescribed systems relating to laboratory organisation including keeping appropriate written records.
- Ability to organise and schedule own work as a member of a team
- Ability to respond technically to changes in teaching method and course content
- Ability to communicate effectively with staff and students
- Maintaining and updating Personal Professional Portfolio
- Performance Management Review
- Continuous Professional Development
- To fulfil Health and Safety Requirements

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Person Specification**

#### **Qualifications / Experience/Knowledge**

##### **Qualities/Experience:**

- At least GCSE Double Science at a C Grade or above
- Preferred – Higher Level Science qualification

##### **Personal Qualities**

- Excellent organisational skills
- Basic ICT skills
- Ability to work as part of a team
- Proactive
- Keen to learn and strive for excellence

### **The Chalfonts Staff Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.