

GREIG CITY ACADEMY



Job Description

This job description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

| | |
|------------------------|--|
| Job Title: | Senior Science Technician |
| Responsible to: | Head of Science |
| Hours: | 35 hours per week on a 52-week contract |
| Salary: | Point 19 to point 23 of the NJC pay scale for outer London |

Job Summary:

The main purpose of the role will include the preparation and maintenance of stock and apparatus for class use and the provision of technical help and support to teachers and students. You will also be responsible for stock control and replenishment of materials, equipment, apparatus, software and chemicals along with the supervision, secure safekeeping and preventative maintenance of laboratory equipment. The safe storage and disposal of chemicals and all hazardous biological waste and cultures is paramount. The Senior Science Technician will also be responsible for the line management of the Science Technician.

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to the needs of individual pupils.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holder's training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and responsibilities specific to this post

You will:

1. prepare and maintain apparatus and stock solutions for class use
2. set up of apparatus for experiments and recording schedules of class practical exercises
3. construct simple equipment and models to support practical work where necessary
4. provide technical help, preparation of materials, media and cultures for individual students during special investigation assignments
5. assist teaching staff including during experiments as requested
6. clean, repair and maintain equipment and glassware and the provision of general maintenance of laboratories
7. stock control of all materials, equipment, apparatus, software and chemicals including purchasing, ordering and creating and maintaining comprehensive stock records
8. supervise and ensure laboratory equipment is kept safely
9. ensure the safe storage and disposal of chemicals and all hazardous biological waste and cultures
10. ensure that a preventative maintenance programme is in place for laboratory equipment
11. whilst at work, take reasonable care for own health and safety and others who will be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
12. in accordance with CLEAPSS guidelines, be aware of and comply with Health and Safety at Work requirements, particularly in relation to the duties of this post, this includes personal safety and that health and safety is met throughout practical lessons
13. line manage the Science Technician including the undertaking of the Appraisal for this post holder
14. perform photocopying and reprographic duties relating to the departments, lessons and examinations
15. collaborate with colleagues to help with the care of plants and animals in the Science laboratories
16. undertake any other reasonable ad hoc works or services required, including the participation in parents' evenings and open evenings and mornings.

Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post and any other professional duties as directed by the Principal.

Ethos

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students 'to develop an enquiring mind and express and explore their own views openly and honestly'.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, department and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

April 2024

Person Specification

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Educated to a minimum A Level standard or equivalent | ✓ | |
| NVQ 3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills | ✓ | |
| A relevant degree or science-based qualification | ✓ | |
| First Aid qualification (or willingness to work towards). | | ✓ |
| Experience | Essential | Desirable |
| Relevant technical/ scientific role | ✓ | |
| Working as a science Technician within education, including running experiments with students | ✓ | |
| Experience of supervising or leading a team | | ✓ |
| Knowledge | Essential | Desirable |
| Knowledge of Health & Safety requirements and legislation relating to the preparation and maintenance of apparatus and stock solutions for class use | ✓ | |
| Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools. Ability to carry out risk assessments in relation to laboratory work | ✓ | |
| An interest in the post 16 sector and an understanding of the L3 BTEC and A Level programmes in Science | | ✓ |
| Skills, Abilities, Personal Qualities and Disposition | Essential | Desirable |
| A commitment to the protection and safeguarding of children and young people, and to ensuring their well-being and achievement | ✓ | |
| Good interpersonal skills and the ability to develop and maintain good professional relationships with students, staff, parents and the wider school community | ✓ | |
| The ability to accept guidance and direction from teachers | ✓ | |
| Ability to work with students and provide practical advice | ✓ | |
| Pro-active self-starter with strong communication skills and a desire to succeed | ✓ | |
| Positive and creative approach to problem solving | ✓ | |
| Adaptability and contributor to changing circumstances and new ideas | ✓ | |
| Good organisational skills with the ability to maintain accurate and up to date records | ✓ | |
| Excellent time keeping skills, with a demonstrable ability to meet tight deadlines and manage own time effectively | ✓ | |
| Be able to work flexibly and as part of a team as well as on your own initiative | ✓ | |
| Good numeracy and literacy skills | ✓ | |
| IT literate – proficient in use of Microsoft Office | ✓ | |
| Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school | ✓ | |
| A willingness to become involved in wider Academy initiatives, activities and extra-curricular events | | ✓ |
| A strong commitment to one's own professional development | ✓ | |
| Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description | ✓ | |
| Equalities and Safer Recruitment | Essential | Desirable |
| Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff | ✓ | |
| Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people | ✓ | |
| Be willing to undergo an enhanced DBS Disclosure check | ✓ | |