



## **Job Description: Science Technician**

**Start Date: ASAP**

**Salary: £25,377 - £26,298 (Pro rata TTO)**

Ark All Saints is a small school made up of 600 scholars. We consider ourselves to be members of a family, who work together to ensure the success of all our children.

Our staff are deeply committed to the culture and ethos of Ark All Saints. We leave no child behind and work relentlessly to enable all to fulfil their potential. We want our teaching staff to be fully equipped to meet the needs of all scholars and so we provide outstanding training for all teaching staff with over two hours of specialist teacher training per week built into the school day on top of ten inset days per year. Staff are constantly being developed through coaching and mentoring. If you want to become an outstanding practitioner and /or are looking to work somewhere in which your skills as a teacher are recognised, celebrated and nurtured - come and visit Ark All Saints Academy.

We are a Church of England academy whose only admission criteria is on distance, we welcome students of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

We are looking to recruit a highly motivated Science Technician with a commitment to help every child succeed. Working as part of a small team, you will play an important part in developing the academy's Science provision.

## Job Description: Science Technician

<b>Reporting to:</b>	A member of the Leadership Team
<b>Start date:</b>	ASAP
<b>Salary:</b>	£25,377 - £26,298 (Pro rata TTO)
<b>Hours:</b>	36 hours per week, term time only

### The Role – Key Responsibilities

To provide professional and responsive support to teaching staff to support outstanding teaching and learning

### Science Technician Responsibilities

- To provide general maintenance of the Science labs, including the care of services, stores, laboratory equipment, drainage systems, working surfaces etc, reporting any repairs as appropriate for action
- To monitor stock and draft requisitions as appropriate, to check and store safety apparatus and materials appropriate for courses provided by the Academy. To check new equipment for damages and functioning
- To plan and carry out a complete stock take and a full inspection of apparatus and services on an annual basis
- To demonstrate specialist techniques and give advice to teachers and students, i.e. ecology collecting methods, microbiology techniques, microscopes, oscilloscopes and other apparatus
- To prepare, maintain and store apparatus for demonstration and for practical work as required
- To place requisitions, progress, receive, check (for quality and safety) and distribute equipment where appropriate
- To maintain legal records (alcohols, poisons etc)
- To ensure that health and safety requirements and other relevant regulations are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area
- To prepare and provide equipment and materials to support science practical teaching
- To be responsible for the care of animals and plants in the Science labs and to maintain long term experiments
- To procure biological consumables, i.e. fruit, hearts and other perishable items as necessary.

### Other

- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To undertake any other responsibilities as directed by the line manager/Principal.

# Person Specification: Science Technician

## Qualification Criteria

- Right to work in UK
- Ideally qualified to degree level or proficient to A-Level standard in a scientific field.

## Experience

- Professional laboratory experience is preferred
- Ideally the candidate will have experience of working in a school
- Ideally the candidate will have Health and Safety training or experience
- Experience of dealing with suppliers in terms of organizing quotations, ordering stock and arranging maintenance visits
- Ability to use ICT packages including Microsoft Excel, Word, PowerPoint,

## Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Positive commitment to student achievement and staff development
- Ability to relate to young people and adults in the learning environment
- Helpful, positive, calm and caring nature
- Enthusiastic, committed and uses initiative
- Able to establish good working relationships
- Able to follow instructions accurately but make good judgments and lead when required
- Able to maintain a high level of attention to detail.

## Specific skills

- Good communication skills, including written and oral
- Good organisation skills
- Good ICT skills
- Ability to work and plan under pressure
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Awareness of safety issues as appropriate to the post
- Health and Safety risk assessment in specific working environment
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

This post is subject to an enhanced Disclosure and Barring Service check.