



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### SCIENCE TECHNICIAN

Grade	Scale 2 Point 4
Contract:	Permanent, 40 weeks per year (term time +1 week) 36 hours per week (excl meal breaks) 08:00 – 16:00 (Occasionally, some additional hours are required e.g. Open Evenings but these will be paid or equivalent time off given)
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will take direction from the Head of Science & Senior Science Technician as required on a day to day basis.
Location:	The post will work primarily within the Science prep room & laboratories but maybe required to work anywhere within the school.

---

#### CONTEXT:

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The Science department GCSE results are above that of the national average, and after Sixth Form here, many students go off to study Science at University level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

#### PURPOSE OF JOB:

Responsible, under the instruction of the Senior Technician, to provide a technical service to the Science department. This includes assisting in Science practical work and supporting the department's teaching staff in the delivery of the Science curriculum.

## **KEY RESPONSIBILITIES & TASKS:**

### **Supporting Teaching & Learning**

- a) To be aware of the Science curriculum and its technical needs.
- b) To trial practical activities.
- c) To be responsible for the organisation and tidy storage of all Science equipment and apparatus, including chemicals; this to include putting in place and maintaining effective systems and keeping an accurate inventory of all equipment;;
- d) To repair or arrange for the repairing and servicing of all equipment;
- e) To construct, develop and modify equipment and apparatus for teaching and extra-curricular purposes. This to include demonstration models and display boards.
- f) To prepare apparatus, materials and solutions and set up equipment and apparatus for use in practical lessons, as required by syllabuses and schemes of work, and in science club.
- g) To retrieve and clean equipment and apparatus, ensuring high standards of hygiene and cleanliness of all laboratory facilities at all times.
- h) To be responsible for communicating effectively with Science department staff, in order that laboratories are properly equipped for all lessons;
- i) To demonstrate equipment and give technical support to staff and students as required in lessons and out of lessons, in science club as well as student intervention sessions.
- j) To supervise students when required.
- k) To support in making resources for students and display materials
- l) Any other tasks to support the staff and students as directed by the head of science

### **Health & Safety**

- a) To be responsible for the safe organisation, tidiness and storage of all Science equipment and tools and machinery in workshops, preparation and storage areas.
- b) To comply with school's and department's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- c) Keep up-to-date with CLEAPSS safety guidance, and disseminate to other technicians & science teachers.

### **Administration & Finance**

- a) To provide general clerical and administrative support to the Science department e.g. photocopying, filing, arranging for the printing of materials, preparing written materials and data entry.
- b) To be responsible for efficiently maintaining the department's stock and inventory lists, ensuring that accurate records of equipment are recorded and updated regularly.
- c) To advise the Senior technician on purchasing implications as regards equipment and to ensure that any purchasing is compliant with the school's financial delegation policy.
- d) To raise purchase orders as required
- e) Local purchasing of supplies needed for practical work.

- f) To manage the department's budget on a day to day basis, liaising closely with the Senior technician

### **General Responsibilities**

- a) To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people and ensure that the Senior Leadership Team are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- b) To be aware of and support difference and ensure equal opportunities for all.
- c) To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- d) To engage actively with the performance review process and take responsibility for own development
- e) To undertake and comply with any reasonable request from a Senior Manager to undertake work of a similar level.

### **PERSON SPECIFICATION:**

#### **Qualifications,**

Mandatory: GCSE Maths & English.

A Science qualification above GCSE.

Desirable: Higher qualifications of a Science/technical nature sufficient to be able to undertake technician duties.

Experience working in a laboratory of any sort.

#### **Competencies & Skills**

- a) Evidence of scientific capability,
- b) Awareness of current developments in the Science curriculum;
- c) Proven ability to prepare, maintain and develop scientific technical equipment
- d) A good understanding of current Health and Safety regulations;
- e) Good oral communication skills;
- f) Excellent organisational and administrative skills;
- g) The ability to work under pressure and to meet tight deadlines;
- h) Excellent interpersonal skills;

#### **Personal attributes**

- a) The ability to work pro-actively within a team, working effectively with a range of styles and personalities;
- b) Confidence and assertiveness in dealing with staff and students.
- c) Willingness and ability to be adaptable and work flexibly, when required.
- d) Ability to display resilience under pressure.
- e) An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.