



## **JOB DESCRIPTION**

### **INTRODUCTION**

**NAME OF POST HOLDER:**

**Post Title:** Science Technician

**Post Purpose:** To provide laboratory support to the school's academic studies.

**Reporting to:** Curriculum Area Lead Science

**Liaising with:** Leadership team, staff and students.

**Working Time:** 37 hours per week, term time only

**Salary/Grade:**

**Disclosure level** Enhanced

#### **Studley High School Aims & Values:**

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

**Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless**



**RESPONSIBILITIES**

<b>Key Responsibilities</b>	<b>Activities that are carried out</b>
<p>To be responsible to the Curriculum Area Lead for Science in coordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.</p>	<p>Organising technical support to the science department including:</p> <ul style="list-style-type: none"> <li>• Assisting in practical classes, carrying out demonstrations, preparing resources and assembling apparatus.</li> <li>• Obtaining materials by local purchase</li> <li>• Giving technical advice to teachers, technicians and students.</li> <li>• Carrying out risk assessments for technician activities</li> </ul>
<p>To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:</p> <ul style="list-style-type: none"> <li>• Actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources</li> <li>• Keeping up to date with current procedures and practices through continuing professional development</li> <li>• The provision of technical advice and support on health and safety issues to teaching and technical staff</li> <li>• The safe treatment and disposal of used materials including hazardous substances and responding to actual and potential hazards</li> <li>• The healthy and safe storage and accessibility of equipment and materials</li> <li>• Knowledge and experience of Health and Safety COSHH regulations</li> </ul>	<p>Ensuring you keep up to date with health and safety requirements and with developments in practical science by ensuring that relevant literature is available and to attend courses.</p> <p>Giving health and safety advice to teachers and students.</p> <p>Disposal of waste materials.</p> <p>Maintaining fume cupboards, pressure vessels etc, carrying out safety checks etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment.</p> <p>Attending department meetings and recording minutes.</p> <p>To keep and update COSHH records.</p>
<p>To ensure that department is resourced, organised and developed to meet the performance standards required by the department.</p>	
<p>To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.</p>	<p>Designing, constructing and modifying apparatus.</p> <p>Preparing standard solutions, etc, purifying chemicals, treating waste.</p>
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> <li>• Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records</li> <li>• Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy</li> <li>• Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> <li>• To assist teaching staff with the use of new ICT equipment.</li> </ul>	<p>Maintaining resources</p> <p>Keeping stock records</p> <p>Ordering stock</p> <p>Keeping financial records</p> <p>Liaise with other departments including Admin, ICT, exams officer, SEND lead.</p>



To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.	Ensuring the department's resources are maintained to the required standards.
To support the Curriculum Area Lead for Science and science teaching staff with general administration duties.	Display/notice boards kept up to date with students work and information. To manage parent pay for students revision resources, trips etc. To manage and organise bulk photocopying of assessments, revision materials, lesson resources. To organise internal examination papers. To be able to plan and complete a range of sorting, listing, storing and filing a range of resources. To be flexible with working hours to support activities after school.

### **STAFFING**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **COMMUNICATIONS & LIAISON**

- To communicate effectively with all staff within the Trust
- To follow agreed policies for communications in the school.

### **SCHOOL ETHOS**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support actively the Trust and Studley High School's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To Comply with the Trust GDPR policy
- To comply with the Trust Staff Code of Conduct
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **COMMITMENT TO SAFEGUARDING CHILDREN**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
- Having awareness of the school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation and Online Safety and you must adhere to the filtering and monitoring protocols.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensure the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the



# STUDLEY HIGH SCHOOL

AN ACADEMY TRUST SCHOOL – ALWAYS AIMING HIGHER

Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

## **EQUALITIES**

- To understand and comply with the Equal Opportunities Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## **SIGNATURES**

The school 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

### **Special Requirements:**

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and will be requested.

Signed .....  
[Associate Staff]

Signed .....  
(Headteacher)

Dated .....

Dated .....



**PERSON SPECIFICATION – SCIENCE TECHNICIAN**

	Essential	Desirable	Evidenced by A, I, T
<b>Qualifications and experience</b>			
Have GCSE passes in Maths, English and Science at Grade C (4) or above	✓		A
Experience working as a Science Technician		✓	A
Use ICT effectively	✓		AI
<b>Knowledge and skills</b>			
Knowledge of COSHH and ESCC regulations in relation to safe handling and storage of chemicals	✓		AT
Knowledge of Health and Safety legislation as it relates to the work in a school.	✓		AIT
Ability to offer professional guidance to students and teachers on the practical aspects of the curriculum		✓	IT
Demonstrable ability to problem solve and focus on identifying and acting on solutions	✓		IT
Demonstrate ability to prioritise	✓		IT
Ability to work within school-based systems and specified timelines	✓		AIT
Ability to maintain a range of tools and equipment	✓		AIT
Ability to prepare equipment and materials for lessons, as requested by teaching staff.	✓		AIT
Ability to monitor, control and keep financial records according to the requirements of the school			
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓		I
Ability to work calmly under pressure	✓		IT
Ability to communicate clearly orally and in writing	✓		AIT
Confident, polite and friendly manner	✓		I
Good organisational and time management skills	✓		IT
Enthusiasm and commitment	✓		AIT
Ability to embrace innovation and change	✓		AI
Ability and willingness to contribute to whole school improvement programmes	✓		I
Able to follow direction and work in collaboration with the leadership team	✓		IT
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓		AIT
Commitment to the highest standards of child protection and safeguarding	✓		I

**A = Application      I = Interview      T = Task**