



Science Technician

Grade 4 SCP 5 £16,879 p.a. (actual salary)

Hours: 37 hours per week and 39 weeks per year

- + Pension Scheme (LGPS)
- + Brine Leas School Employee Assistance Programme
- + Additional Brine Leas School Benefits

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or Mrs Sharon Houghton, HR Manager via job.applications@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

- To provide technical support to the Science Department in order to support the teaching of science, enabling the smooth running of practical classes and maintaining a safe working environment.

Post holder's immediate Line Manager: Senior Science Technician

Liaising with: Science Curriculum Leader, other relevant School Staff

Main Areas of Responsibility

- To assist and advise teaching staff on the preparation and layout in classrooms for practical exercises, running trials of experiments, demonstrations and helping students with learning activities as appropriate.
- To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions, including making up special equipment or modifying from existing equipment as necessary from instructions supplied by the science teaching staff.
- In conjunction with the appropriate teachers to advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities.
- To also advise staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, new ways of demonstrating experiments, new techniques or procedures available.



- To assist in the safety, repair and general maintenance of all resources, equipment and tools in conjunction with the appropriate line managers. To advise these on any maintenance or inspection needed by the equipment which is beyond postholder's competence.
- To be responsible for the welfare and care of the plants and animals in the science area and the security of the equipment.
- Ensure understanding of science syllabus and schemes of work in order to prepare for practical lessons adequately.
- To assist with stock keeping, using the computerised stock take database to include chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained. Carrying out regular stocktaking checks and ordering as necessary.
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical and technical activities.
- Ensure Implementation of health and safety regulations across the subject area.
- To assist in ensuring that all equipment and materials are stored safely and securely, ensuring that they are maintained in good condition, with clear records, and readily available for issue.
- To dispose of used chemicals/hazardous waste in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake emergency cleaning as required to ensure the safety and continuation of teaching and learning for staff and students.

Additional Duties

- Ensure that photocopying is carried out and filing is maintained on behalf of the relevant areas as well as other general admin duties required from time to time.
- To carry out specific tasks as directed by the Senior Science Technician during term time and school holiday periods.
- To participate in school day trips as requested.
- To support the overall work of the Science Department, as requested.



Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy.
- To engage actively in the performance review process, addressing appraisal objectives 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 school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school'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 school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees will be expected to comply with any reasonable request from their 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 School will endeavour to make any necessary reasonable adjustments to the job and 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).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties, (as defined under the Act) to meet the requirements of the post.

IMPORTANT THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must, therefore, disclose whether you have any previous convictions at the point of application for this post.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Description	Desirable
<p>Qualifications, Knowledge, Training & Experience</p>	<p>Educated to A Level or equivalent (A Level in either physics, chemistry or biology).</p> <p>COSHH training as appropriate Basic knowledge of Health and Safety regulations.</p> <p>Good understanding of a range of chemicals and their properties.</p> <p>Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks.</p> <p>Experience of managing and being responsible for own workload.</p>	<p>Previous experience working in a similar role in a school.</p> <p>Evidence of continuing professional development.</p> <p>Knowledge of national curriculum.</p>
<p>Personal Skills, Abilities & Qualities</p>	<p>Ability to communicate effectively, orally and in writing</p> <p>Excellent organisational and planning skills, including prioritising tasks.</p> <p>Ability to think creatively to anticipate and solve problems.</p> <p>Ability to encourage and inspire young people to achieve.</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Computer literate – must have good ICT skills including a working knowledge of MS packages.</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised.</p> <p>Flexibility of approach to work.</p> <p>Ability to carry out routine maintenance of equipment.</p> <p>Ability to contribute to the maintenance of accurate work records and inventories.</p>	
<p>School Ethos</p>	<p>Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels.</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.</p> <p>Emotional maturity and resilience in working in a fast paced environment</p> <p>Empathy with the aims and objectives of Brine MAT.</p> <p>Willingness to continue professional development. Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	

Thank you for your interest in our school.
We look forward to receiving your application.

If you think a career with us is right for you, discover more
at: www.brineleas.co.uk