

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Science Technician

Job Description & Person Specification

www.celtrust.org



Job Description

Reporting to:	Head of Science
Key Contacts:	Teachers, technicians, students, support staff
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Hours:	37 hours per week, Term Time plus 12 additional days

Main Purpose of the Job

- ❖ To oversee the delivery of high quality practical lessons within the Science department. This will include preparation and maintenance of equipment, stock control, ordering procedures and assisting students and staff in the classroom.
- ❖ In conjunction with the class teachers, ensure a safe environment for students to undertake investigative practical work, having an awareness of relevant health and safety legislation.

Main Duties and Responsibilities:

- ❖ To assist the Curriculum Team Leader (CTL) in the coordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum.
- ❖ To prepare materials, equipment and teaching aids for classroom use, at the direction of class teachers. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
- ❖ To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
- ❖ To oversee the work of small groups of students engaged in practical tasks, as requested by and under the supervision of the class teacher.
- ❖ To assist with demonstrations and displays as requested.
- ❖ To assist with the assessment, monitoring and review of the department's health and safety procedures, including undertaking and recording risk assessments, liaising with the School's Health and Safety Coordinator, and communicating health and safety procedures to all staff and students undertaking activities within the department.
- ❖ To advise staff and students on particular hazards and requirements in the use of equipment / materials / experiments in line with COSHH / safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
- ❖ To ensure the safe treatment and disposal of used materials, including hazardous substances. To respond to actual or potential hazards appropriately.

- ❖ To offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum. To keep up to date with the latest developments in practical science.
- ❖ To prepare specialised equipment/materials/resources within the department (as qualified) - preparing standard solutions, purifying chemicals, treating chemical waste etc.
- ❖ To issue and receive back materials and equipment, checking for missing and damaged equipment against inventories and informing the relevant teacher.
- ❖ To check and test equipment routinely to ensure its good, safe, working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post-holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the CTL.
- ❖ To operate a stock control system, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment / material requirements to the CTL. To order stock and check deliveries as directed.
- ❖ To monitor and achieve the efficient organisation of the work and storage areas and to ensure cleanliness, safety and security of these areas at all times.
- ❖ To organise the storage of chemicals, including ensuring a system of quality checking of chemicals and equipment.

Any Other Duties:

- ❖ Adhere to all Trust safeguarding policies and raise any concerns relating to such procedures. A strong commitment to safeguarding and promoting the welfare of children and young people throughout the course of undertaking all duties.
- ❖ Being very flexible in approach and working effectively with other members of staff to meet the needs of the school and its students.
- ❖ To work with professionalism at all times, in behaviour, maintaining confidentiality regarding all school records and other information of a sensitive or confidential nature, appropriate dress, punctuality and reliability.
- ❖ To attend staff meetings and training as required.
- ❖ To be responsible for your own continuing self-development and to be aware of and adhere to applicable rules, regulations, legislations and procedures including all relevant Academy and Trust policies.
- ❖ To undertake any such other duties appropriate to the grading of the post, as reasonably required.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times
- ❖ To work effectively with other members of staff to meet the needs of all students
- ❖ To work with professionalism in line with the Trust's Code of Conduct
- ❖ To attend staff meetings and Trust-based INSET as required
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate

- ❖ To be aware of and adhere to all applicable Trust policies and procedures
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> ❖ Level 3 qualification (NVQ, AVCE or 'A' Level) in a science subject plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths. 	<ul style="list-style-type: none"> ❖ Science degree ❖ Health & Safety qualification / training certificates 	Application Form / Interview
Skills and Knowledge	<ul style="list-style-type: none"> ❖ Displays commitment to the protection and safeguarding of children and young people, awareness of current national legislation for safeguarding ❖ Experience of working in a technical support role ❖ Experience of working with materials and procedures subject to COSHH Regulations ❖ Relevant ICT and clerical skills ❖ Good organisational skills, methodical approach to work 	<ul style="list-style-type: none"> ❖ Experience of working with students of the relevant age in a learning environment ❖ Have a working knowledge and understanding of a Secondary School Science department ❖ At least 2 years' experience of working in a technical support role ❖ Awareness of current scientific developments in education ❖ Experience of operating a stock control system 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> ❖ Self-motivated and a commitment to undertake relevant training as required ❖ Ability to work on your own initiative and as part of a team ❖ Ability to work flexibly and respond to the ever-changing school environment ❖ Ability to maintain accurate records and present information when required 	<ul style="list-style-type: none"> ❖ Ability to self-review effectively and set appropriate targets 	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem 		Application Form / Interview

	<p>solve in order to improve performance</p> <ul style="list-style-type: none"> ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		
--	--	--	--

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD