



**Job description – Science**

**Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.**

<p><b>Summary of the role:</b></p>	<p>This role is primarily to support the day-to-day running of our science department. You will undertake a practical health and safety role for the department and be committed to supporting students in an educational setting. Additionally, you will be required to provide general administrative support to ensure the smooth running of the Science Department.</p>
<p><b>Conditions:</b></p>	<p>Salary: NJC Scale 4, points 8-10          Contract: Permanent          Hours: 40 hours per week, 39 weeks per year</p>
<p><b>Main duties and responsibilities:</b></p>	<p><b>MAIN DUTIES:</b></p> <p><b>General:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Helping with the preparation of science practical lessons under the supervision of the Senior Science Technician</li> <li>• Preparation of chemicals under the guidance of the Senior Science Technician</li> <li>• Clearing away and cleaning of glassware/equipment from science lessons</li> <li>• Keeping labs/prep room clean and tidy</li> <li>• Ensuring labs are fully equipped, replacing broken equipment if necessary</li> </ul>

- Maintenance and repair of science equipment
- Periodic stock checking
- Care of plants and animals within the department
- Ensure that work is undertaken in accordance with Health and Safety legislation currently prevailing and that safety checks on equipment take place as and when required
- Use of the computer to amend stock lists, to liaise with staff regarding equipment orders and looking up lesson plans
- To carry out any other reasonable duties as directed by the Senior Science Technician/Head of Science

**Health & Safety:**

- Maintain a safe, clean working environment at all times.
- Carry out daily visual checks of all equipment before use by students, maintaining and mending equipment when necessary.
- Ensure all equipment is accounted for, in correct numbers, and in the correct place.
- Store all equipment securely after use and control the use of specialised equipment and materials.
- Report any misuse of equipment, and materials, including health and safety hazards, to the Head of Department.
- Contribute to the development and maintenance of satisfactory safety standards and ensure compliance with Health and Safety regulations for the safety of staff and students.
- Follow CLEAPSS guidance when preparing and disposing of chemicals.
- Ensure all students follow the correct health and safety procedures, such as wearing the correct protective safety goggles/PPE.
- Enforce safety regulations for all equipment, and the cleaning and sterilising of equipment.



**Lessons:**

- Prepare materials for science lessons, as requested by specific staff.
- Ensure each teaching room is tidy and clean after lessons, including the cleaning of sinks, draining boards, equipment, surfaces, and any other areas.

**Other:**

- Carry out other tasks reasonably requested by Head of Science in accordance with the post holder's skills and qualifications.
- Support calendared school activities and events, such as Open Evenings.
- Attend any specific technician training as required

You may also be required to undertake such other comparable duties as the Head requires from time to time.

**Person specification**

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	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English.</li> </ul>		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Understanding of health and safety and security related to the post</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working with students</li> <li>• familiarity with email and School ICT systems</li> </ul>	Contents of the application form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Use of relevant equipment/resources.</li> <li>• Excellent attention to detail</li> <li>• Effective communication skills in person and in writing</li> </ul>		Contents of the application form Interview Professional references

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety procedures and precautions.</li> <li>• Awareness of health and safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant polices /codes of practice &amp; awareness of relevant legislation.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to work under pressure.</li> <li>• Ability to work independently and use own initiative.</li> <li>• Able to deal with difficult situations effectively.</li> <li>• Understand and support the importance of physical and emotional wellbeing of students.</li> <li>• To maintain confidentiality.</li> <li>• Organised, Dedicated, Resilient with Good time management.</li> <li>• A good sense of humour.</li> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• To be highly motivated and committed.</li> <li>• Willingness to participate in ongoing professional development.</li> <li>• Team Player.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"><li>• emotional resilience in working with challenging behaviours</li><li>• positive attitude to use of authority and maintaining discipline</li></ul>		
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