



COCKBURN
MULTI-ACADEMY TRUST
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Recruitment Booklet

Science Technician

Job Description - Science Technician

Post:	Science Technician
Required:	September 2024
Pay scale and salary:	B3, SCP 7-11 (£24,294 - £25,979 pa FTE) £21,432.2 - £22,918.7 pa actual salary
Contract Type:	Permanent – TTO + 10 additional training days
Hours of work:	Full time – 37 hours per week
Reporting to:	Subject Leader of Science

Overall purpose of the post

The Science Technician would be expected to organise, deliver and develop technical services to the science department in order to support the teaching of a range of science subjects.

Maintaining the delivery of technical services, including:

- ensuring the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, co-ordinating requirements for lessons
- preparation, assembly, setting up and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use
- overseeing and / or carrying out demonstrations when required
- ensuring the requirements for practical examinations / assessments are met, including attending practical examination previews if appropriate
- providing technical advice and assistance to teachers, technicians and students, including assistance in practical classes where appropriate
- constructing and / or modifying simple apparatus using basic workshop skills
- ensuring the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation
- maintaining accurate records of all maintenance, repair and testing carried out
- locking up laboratories and stores and securing equipment when not in use.
- contributing to the systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the needs of science
- arranging the collection of specimens for curriculum purposes
- ensuring correct use and simple maintenance of audio visual aids specific to the science department

Assisting teaching staff in identifying needs generated by the curriculum including:

- participating in the development of the science department's practical and technical facilities to meet teaching / learning needs



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- identifying equipment needs in consultation with teaching staff and participating in the selection of new items; advising on best-value suppliers
- maintaining awareness of recent scientific and educational developments; advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development
- providing administrative support for the Subject Leader to administer science specialist status as directed

Ensuring compliance with the health and safety regulations, among others, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with the Authority's regulations and departmental policies, including:

- contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
- arranging for the disposal of waste laboratory materials, including chemical and biological waste
- ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms and liaison on safety and relevant legal requirements
- ensuring that apparatus, equipment and tools are appropriately maintained and issued
- provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
- ensuring that standardised risk assessments are available and that all staff are aware of their location; maintaining a resource bank of safety information
- when trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas

This job description may be subject to change, following consultation between the post holder and the Academy/School.



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Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATION	Essential	Desirable	MOA
Grade C or above in both English and Maths, or equivalent	*		A/Q
A recognised qualification in Science at A Level or above		*	A/Q
A sound work knowledge of Health and Safety Regulations (COSHH)	*		A/Q/S
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Strong administration skills	*		A/R/S
Awareness of standard procedures e.g. titrations and making up standard solutions	*		A/R/S
Confident basic user of ICT	*		A/R/S
Good planning and organisational skills and a flexible approach to the management of work (the ability to prepare all levels of chemistry/biology/physics practical following the COSHH regulations)	*		A/R/S
Excellent communication skills both written and oral and the ability to communicate effectively with staff and students	*		A/R/S
EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of working in a school environment		*	A/R/S
Previous technical science / laboratory experience, i.e. management of stock control and keeping records	*		A/R/S



PERSONAL QUALITIES	Essential	Desirable	MOA
Ability to work as part of a team, on own initiative and with resilience.	*		A/R/S
Self-motivating with the ability to multi-task	*		A/R/S
Good interpersonal skills and the ability to enthuse and motivate others.	*		A/R/S
Willingness to undertake first aid training.	*		S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



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