JOB DESCRIPTION

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| Employment Details |
| Job Title | Science Technician |
| Reports to | Principal |
| Salary Band | WHFNJC K |

**Safeguarding Commitment:**

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

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| Purpose of the Role |
| * Work with the Senior Science Technician to ensure the provision of high quality and timely services to support the delivery of the curriculum
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| Responsibilities |
| * Ensure the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
* Ensure that workshops, laboratories, classrooms and all equipment used are kept clean, tidy and in a safe condition.
* Carry out routine and non-routine checking and fault investigation of all commonly used equipment and report to the senior technician in cases where replacements/further investigation might be required.
* Monitor supplies of stock especially those in frequent use and inform senior technician when further supplies are needed.
* Be responsible for the safe storage of equipment and materials.  Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulations guidelines and school procedures and in line with Health and Safety good practice.
* Confident to refer to senior technician practicals in which known hazardous materials are to be used or uncommon usage is requested.
* Assist in the preparation of equipment and materials for examinations as directed by the senior technician
* Supervision of Trainee Technician in areas of expertise.
* Provision of higher-level practical resources in which a greater degree of accuracy and expertise is required
* Preparation of less common chemical and biological solutions for practicals.  Eg preparations for A level work in Biology and Chemistry.
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| Additional Duties and Responsibilities |
| The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee’s skills and abilities, commensurate with the post’s grade and whenever reasonably instructed.The post holder will respect the need for confidentiality at all times while performing this role.The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities. |

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| Safe Working Practices with Children |
| It is the responsibility of each employee to carry out their duties in line with The White Horse Federation’s ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. |

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| General Data Protection Regulations  |
| The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure. |

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| Equality and Diversity |
| There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation’s commitment to equality by treating all employees fairly and without discrimination. |

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

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| **Developed by:** |  | **Issue Date:** |  |
| **Post Holder signature:** |  | **Signature Date:** |  |

PERSON SPECIFICATION

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| Qualifications and Training |
| Essential  | Desirable |
| * GCSE English and Maths, grade A\* - C or equivalent
 | * NVQ2 in Laboratory and Associated Technical Activities (LATA) Educational or other appropriate equivalent qualification or experience
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| Skills and Experience |
| Essential | Desirable |
| * Commitment to the safeguarding of students
* Able to work on own initiative and within a team
* Ability to manage resources
* Able to manage own time effectively
* Proven ability to work creatively and collaboratively, with a minimum of direct supervision
* Basic ICT skills
* Willing to self-improve, learn and develop
* Flexible approach to work
* Commitment to customer care
* Excellent time keeping
* Advise and assist teaching staff in practical activities
* Provide guidance and advice to encourage students to engage in practical activities
* Excellent communication skills
* Works with colleagues and some interaction with groups of students who may make emotional demands
 | * Previous experience of working in an educational environment
* Basic First Aid Training
* Knowledge and experience of school science and current regulations regarding safe working practice
* Knowledge and understanding of health and safety regulations
* Familiarity with school science laboratories and equipment
* Understanding of relevant policies and codes of practice
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| Specialist Knowledge |
| Essential | Desirable |
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| Personal Traits |
| The successful candidate will: |
| * Appreciate the differences between people regardless of ability or background and treat peoples’ values, beliefs, cultures and lifestyles with respect and dignity at all times.
* Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
* Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
* Have values that align with the ethos and culture of The White Horse Federation.
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