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Job Description and Person Specification

Post Title	Science Technician Level 1
Contract	Temporary Maternity Cover
Actual Salary	£13,258 including holiday pay
Purpose:	To provide support to the Science Department in the preparation of materials, equipment and resources to facilitate teaching and learning in the Department.
Location:	Brune Park School
Hours: Working pattern:	37 hours per week / 40 weeks per year (term time plus 1 week) 8.30 – 4.30 pm

Specific Areas of Responsibility

Main duties	<ul style="list-style-type: none">○ Keep up to date with H&S requirements (including Cleapss)○ Observe H&S regulations in the labs and prep rooms.○ Carry out personal risk assessments for technician activities.○ Seek help and advice over any uncertainty regarding an activity or aspect of H&S.○ Attend training as suggested by the ST to further skills and expertise.○ Take responsibility for and maintain a record of personal training and continuous professional development.○ Maintain a personal record of skills and competencies achieved.○ Turn the gas supply off in the labs at the end of each school day.○ Assist the technical team in the organisation of resources.○ Organise the collection and preparation of resources on a day to day basis using the chit and tracking system.○ Deliver equipment to Labs.○ Supply appropriate hazcards and H&S information to the Labs.○ Assemble basic apparatus.○ Collect, check and return equipment and worksheets to stores and files, as soon as is practicable.○ Prepare basic and essential resources.○ Prepare basic solutions, materials and cultures.○ Care for plants and/or animals.○ Top up reagent bottles after each use.○ Label equipment and chemicals with appropriate titles and hazard symbols○ Maintain a tidy professional workplace.○ Monitor, maintain and clean standard equipment in laboratories.○ Carry out safety checks on safety specs, goggles and basic glassware.○ Carry out general laboratory cleaning including sinks and work surfaces.○ Dispose of non hazardous waste materials.○ Clean and put away used equipment as soon as is practicable.○ Maintain a tidy, organised filing system for worksheets and exams.○ Notify appropriate personnel of repairs or maintenance needed.○ Notify appropriate personnel of low stock levels.○ Obtain materials by local purchase on request of the ST and financed by the department.○ Set up new files and store worksheets for new courses.
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Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Brune Park Community School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* _____

Signature _____

Dated _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Person Specification Science Technician	Essential/Desirable
Excellent communication and interpersonal skills	E
Ability to work in a team and individually	E
Ability to remain calm under pressure and to deal with any confrontational situations appropriately.	E
IT literate and confident in using Microsoft Office, email and able to quickly adapt to the use of online reporting and maintenance systems.	E
Good written and verbal communication skills and be able to relate well to school staff, parents, students and others	E
Ability to maintain confidentiality	E
Capacity to work accurately under pressure and to meet deadlines and effectively organise priorities	E
Ability to self-evaluate and actively seek opportunity for improvement	D
Excellent record of attendance and punctuality	D
Team-player, personable, approachable, emotionally intelligent with a sense of humour	D
Ability to deal with any confrontational situations appropriately	D
Ability to maintain confidentiality in dealings with pupils	E
Demonstrates an understanding and awareness of child behaviour	D