



SCIENCE TECHNICIAN

JOB DESCRIPTION

Reports to: Science Technician

Salary: Grade 8 FTE 1.000 £20,319-£22,212 (will be pro-rata to reflect term time and part time 16 hours p/w.)

Start date: September 2018

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To contribute to the achievement of the educational vision of Avanti Fields School through efficient and effective strategic planning and management of the school's finance resources. To promote the highest standards of the ethos of the Trust across the school.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti Fields School will ***not be required to present themselves*** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Purpose of the Post

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To undertake, duties in support of the work of the teaching staff in the science department.

To provide interventions which raise the academic achievement of the targeted pupils as individuals or in small groups.

Main duties and responsibilities

- The preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in the Science Department.
- The precise duties would be determined by the Head Teacher consistent with the main areas of
- responsibility set out above. Some examples of the kind of duties which may be required are set out below.



A) Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Dispose of waste materials
- Collect apparatus and chemicals from storage;
- Prepare necessary solutions;
- Checking individual components in and out for class use;
- Arrange for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Prepare experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions;
- Liaise with staff over use of equipment and stock;
- Advise staff of any problems, including safety aspects;
- Assist with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- Return apparatus, etc. and chemicals to storage as soon as practicable;
- Repair damages or arranging for this to be done;
- Construct apparatus and equipment;
- Purchase of sundries from local supermarket.

B) Routing maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintain laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Clean the sinks, chemicals on bench tops, spillages of chemicals on floor;
- Store materials tidily;
- Keep equipment clean;
- Look after animals, insects and plants kept by the department;
- Clean goggles;
- Clean safety screens, fume cupboards and other items;
- Carry out safety checks on equipment, e.g. Bunsen tubing etc.

C) Maintaining the stocks of science chemicals and equipment, for example:

- Take stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Order and check deliveries.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

Criteria	Requirement Level	Evidence
Educated to GCSE – including in English, mathematics and science	Essential	A
Level 3 or higher qualification in science and/or laboratory technical work	Desirable	A
Up to date training in health and safety and an excellent track record in the field of health and safety – in particular relating to laboratory work	Desirable	A/I
Commitment to high standards in all areas of school life	Essential	A/I
Experience and excellent track record in the field of health and safety in a support role	Essential	A/I/T
An ability to work creatively as an individual and as part of a team	Essential	A/I
The ability to interact and deal sensitively with people	Essential	A/I
The ability to make decisions in consultation with the Class Teacher and colleagues as appropriate	Essential	A/I
The ability to use ICT	Essential	A/I
Knowledge of safeguarding procedures	Essential	A/I
Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment	Essential	A/I
To adhere to the confidential nature of pupil information	Essential	A/I
The ability to communicate effectively, orally and in writing with pupils and a wide range of adults in and beyond the school	Essential	A/I
A willingness to take responsibility for their own professional development	Essential	A/I
Flexible, enthusiastic and resourceful to meet new challenges as the school grows	Essential	A/I
Good organisational skills and ability to manage, and use resources effectively and efficiently	Essential	A/I
Able to move equipment and support pupils with mobility difficulties	Essential	A/I/T
The ability to use your own initiative and work under pressure	Essential	A/I
The ability to enthusiastically and loyally promote the schools vision mission statement through behaviour, words and actions	Essential	A
Ability to contribute to curriculum and class planning	Desirable	A/I
The ability to lead initiatives that develop pupils' learning	Desirable	A/I
Resourceful, positive, and enthusiastic with a good sense of humour	Essential	A/I
Working knowledge of SIMS Management Information System.	Desirable	A/I

A = Application Form I = Interview T = Task/Lesson Observation