

Newquay Education Trust

JOB DESCRIPTION

Job Title:	Trainee Science Technician/Apprentice
Grade:	Minimum Wage
Hours:	37 hours per week (term-time)
Responsible to:	Senior Science Technician
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships	<u>Internal:</u> Technicians, Senior Technician, Head of Department, Teachers, Teaching Assistants, Headteacher, staff, students. <u>External:</u> Parents, Directors, Suppliers of goods and services.

Main Purpose of Job:

Under the supervision and control of the Technician/Senior Technician, to provide assistance and information in the Science Department as required in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved. To provide support and advice to teaching staff and students under the guidance of the Technician/Senior Technician.

Main Duties and Responsibilities:

1. To assist in the preparation of materials, equipment, resources experiments and teaching aids for classroom use as directed by the Technician/Senior Technician.
2. To support teachers and students during practical work, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
3. To tidy up and clean laboratories or other relevant working areas, materials and equipment, including breakages, spillages and disposing of waste materials so as to ensure a safe and hygienic working environment at all times.
4. To construct, assemble and modify apparatus for experiments and demonstrations in preparation for lessons, as directed by the Technician/Senior Technician or Teaching staff.
5. To assist in preparing standard solutions, purifying chemicals, treating chemical waste etc under the guidance of the Technician/Senior Technician or Teaching staff
6. To assist in the production of teaching materials as directed by the Technician/Senior Technician or Teaching staff.
7. To assist with exhibitions, demonstrations and displays as requested.

8. To check deliveries of resources and equipment, ensuring all resources are checked and stored safely and securely.
9. To issue and receive back resources, check for missing and damaged equipment against inventories and inform the Technician/Senior Technician and relevant members of the Teaching staff.
10. To organise and store the relevant materials, equipment and resources in an organised, safe and secure manner. To undertake stock checks of materials and equipment in accordance with the established system and report stock levels to the Technician/Senior Technician.
11. To assist in the maintenance of equipment and resources to ensure good safe working order of all resources, including routine testing and checks, assistance in servicing and undertaking minor repairs (as trained) as directed by the Technician/Senior Technician.
12. To be familiar with and advise staff and students on particular hazards of chemicals, materials and equipment in line with COSHH, CLEAPPS and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation.
13. To assist in the completion of risk assessments for technician activities. To ensure documents of risk assessments are maintained and reviewed on a regular basis, in accordance with guidance provided by the Technician/Senior Technician or Teaching staff.
14. To work to the established organisational practices of the department so as to ensure the efficient organisation of work and storage areas, ensuring that all working areas are left in a safe and secure state at all times.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
16. To be aware of and work in accordance with all academy policies including child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
17. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
18. To be responsible for your own continuing self-development, undertaking training as appropriate.
19. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: February 2017

Job Description Prepared by: Director of Finance & Estate

PERSON SPECIFICATION

Job Title: Trainee Science Technician

Department: Science

Person specification prepared by: Director of Finance & Estate

Date: February 2017

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>		Practical experience of working within a scientific laboratory, ideally from within a school/ college environment.	Application form/ interview.
<u>Education & Training</u>	Attainment of GCSE's grade C or above, or equivalent level 2 qualifications to include English and Maths (or the ability to demonstrate an equivalent level of knowledge and skill through practical experience).	Basic Health & Safety certificate.	Application form.
<u>Special Knowledge & Skills</u>	Basic ICT and clerical skills. Good organisational skills.	Awareness of current scientific developments in education. Experience with materials & procedures subject to COSHH Regulations.	Application form/ interview.
<u>Any Additional Factors</u>	Professional & friendly approach. Meticulous. Comfortable in dealing with young people and children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. Good communication skills Ability to work on own initiative and as part of a team.		Interview.