

## Job description

Frances Bardsley Academy for Girls is part of the LIFE Education Trust, a group of schools who work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Science Technician
<b>Grade</b>	4.7 to 4.10
<b>Employment Status</b>	Permanent
<b>Hours per week</b>	20
<b>Weeks per year</b>	38 weeks, term time only
<b>Reports to</b>	Senior Science Technician, Head of Science
<b>Job Purpose</b>	
	To provide full technician support to teaching staff, particularly in the preparation and clearing of lesson materials.
<b>Specific Duties</b>	
	<ul style="list-style-type: none"> <li>• To ensure the efficient preparation and organisation of equipment for lessons as required upon request to prior notice given 48 hours in advance.</li> <li>• To clean equipment after use and assist with any chemical spillage when they occur.</li> <li>• General routine laboratory maintenance.</li> <li>• To ensure safe storage and use of laboratory equipment.</li> <li>• To refer stock requirements to the Senior Science Technician and Head of Science and assist in the ordering process.</li> <li>• To safely dispose of waste materials as and when required.</li> <li>• To trial practical activities upon request.</li> <li>• To assist with the preparation of laboratories and equipment for prospective parents evening.</li> <li>• To liaise with site staff regarding any gas/fume problems that may occur.</li> <li>• To ensure the general application of Health and Safety procedures in relation to laboratories (appropriate training will be provided).</li> <li>• To assist in ensuring the safe conduct of students in the department.</li> <li>• To ensure student exit corridors efficiently at break and lunch to allow safe transport of practicals to laboratories.</li> <li>• To ensure requested text books are available in the laboratory for the teaching staff.</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Support the ethos of the Trust</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Operations Manager to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
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This Job description is current at the date shown, but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (Science Technician) Date: \_\_\_\_\_



## Person Specification

### Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
<b>Education and Qualifications</b>		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, Y
<b>Key Skills and Abilities</b>		
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Advance MS Office skills	D	A, T
Experience of school-based software systems	D	A, T
Ability to work in a busy environment	D	A, I
Ability to work with a variety of Stakeholders	D	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management	D	A, T
Ability to work as part of team or independently	E	A, I, R
Ability to inspire and motivate	D	A, R
Ability to prioritise, plan and organise with attention to detail	D	T, R
Demonstrable discretion	E	I, R
<b>Attributes</b>		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different workrequirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Sense of humour and equable temperament	E	I, R
Able to remain calm and composed under pressure and work to deadlines	E	I, R
Commitment to and understanding of equal opportunities and safeguarding	E	I, R
Reliable and a good time keeper	E	I, R
Adopts a positive attitude	E	I