

Hadrian Learning Trust

**JOB DESCRIPTION**

<b>Post Title:</b>	Science Technician	<b>Director/Service/Sector:</b>	Children's Services
<b>Band:</b>	3	<b>Workplace:</b>	HMS and QEHS Part of HLT
<b>Responsible to:</b>	CL for Science and Trust Business Manager	<b>Date:</b>	March 2025
<b>Job Description Ref:</b>	SG28		
<b>Responsible for:</b>			
<p><b>Contact with young people:</b> This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.</p>			
<p><b>Job Purpose:</b> To provide equipment and resources for class practical work, teacher demonstrations and assessments whilst supporting the wider functioning of the Science department. To provide an accurate, efficient and safe technical service for the HLT Science department in accordance with regulatory and HLT Health and Safety policies and procedures. To work closely with staff across the department and to undertake duties that ensure that teachers have the necessary practical support to facilitate delivery of high-quality teaching and learning in Science.</p>			
<b>Resources</b>	Staff	Part of a team of 3	
	Finance	None	
	Physical	None	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
<b>Duties and key result areas:</b>			



### Key responsibilities linked to the role:

#### Practicals

- Setting up resources, assembling apparatus and equipment, preparing specimens, making solutions by using appropriate calculations and chemicals
- Obtaining materials by local purchase
- Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities and trialing practicals before they go to labs
- Assisting in practical classes & carrying out demonstrations
- Providing requested text books, worksheets, laminates and other materials and stationery
- Using Lablogger efficiently to generate practical requests

#### Health & Safety

- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
- Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials in accordance with CLEAPSS and COSHH guidelines.
- Checking fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks, organising, storing and checking the condition of chemicals and equipment.

#### Specialist Resources, materials and equipment

- Constructing and modifying apparatus
- Setting up and caring for plant, insect and animal collections
- Preparing standard solutions, purifying chemicals and treating waste
- Checking stock of chemicals, consumable materials, stationary, books and glassware
- Ordering and purchasing necessary stock items with the approval of the senior technician
- Keeping stock records
- Checking deliveries on arrival

#### Equipment checks and maintaining cleanliness

- Counting individual components in and out for class use
- Collecting, checking and returning equipment safely to stores, checking rooms are clean and ready for next lesson
- General laboratory cleaning of bench surfaces, sinks and fixed equipment including neutralisation and cleaning up of chemical spillages and hazardous materials
- Maintaining clean and tidy laboratories in conjunction with the teacher in charge of the room
- Cleaning and repairing equipment

#### Whole School responsibilities

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
  - Safeguarding and Child protection



- Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others
  - Data protection
  - Confidentiality and data protection Reporting all concerns to an appropriate person
- Support the school's policies that ensure equality of opportunity across a range of abilities
  - Contribute to the overall ethos of the school and work in such a way as to promote the ethos and vision of the school
  - Establish constructive relationships and communicate effectively with external agencies
  - Attend and participate in regular meetings
  - Participate in training and development as required
  - To undertake First Aider training appropriate with the role and nature of activity
  - To undertake other duties and responsibilities as required commensurate with the grade of the post
  - Assist with the management of students outside the classroom e.g. school trips
  - Assist with the supervision of students outside normal lessons e.g. after school clubs

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Work Arrangements

Transport requirements:	Required to use own transport to travel within and outside of the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors; there may be occasions where you would be required to work at QEHS and Hexham Middle School or other school within the Trust

### PERSON SPECIFICATION

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● A minimum of GCSE (grade A* - C) or equivalent in Science, Mathematics or English</li> <li>● Good numeracy and literacy skills (NVQ level 2 or above) including use of grammar, punctuation and</li> </ul>	<ul style="list-style-type: none"> <li>● Degree in a Science or Science related subject</li> <li>● Prior experience of</li> </ul>	(a), (t), (g)



spelling	working as a school Science Technician or relevant experience in a laboratory environment	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Good knowledge of general Science or a specialism in one area</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of or training in relevant safety codes of practice and legislation i.e. CLEAPSS and COSHH</li> </ul>	(a), (i), (g)
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• IT literate – basic computer and clerical skills</li> <li>• Excellent planning and organizational skills and the ability to be flexible with change and respond to unplanned situations</li> <li>• Effective and efficient oral and written communication skills</li> <li>• Ability to deal simultaneously with the conflicting demands of service users</li> <li>• Ability to prioritise workload and work under pressure to meet strict deadlines</li> <li>• Proactive and self motivated and able to use own initiative to work under own direction as well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for and an interest in Science</li> <li>• Ability to form positive relationships with students and colleagues</li> <li>• A positive approach to problem solving and the ability to persevere</li> </ul>	(a), (i), (t)
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Ability to work under pressure to meet deadlines</li> <li>• Ability to maintain vigilance to ensure children remain safe and secure in a shared area with the general public</li> </ul>		(i)
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to participate in personal and professional development</li> </ul>	Evidence of current scientific developments in education	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits