

## THE EAST MANCHESTER ACADEMY

### SCIENCE TECHNICIAN

#### JOB DESCRIPTION



**Closing date:** Friday 10th February 2012

**Start date:** As soon as possible

**Suggested Hours:** 37.5 hours per week

**Holidays:** TTO + 5 Days

**Salary:** Negotiable depending upon experience

**Responsible to:** Area Leader for Science

#### Main Purpose of the Job:

- **The Science Technician would be expected to organise, deliver and develop technical services to the Science Department of the school in order to support the teaching of a range of science subjects.**

#### Additional Information

- **This job description will be reviewed and updated annually as the Academy grows over the next 3 years – the successful candidate must be able to demonstrate a willingness and flexibility to adapt to change to meet the needs of the Academy.**

#### 1. Main duties

- To prepare and set up equipment and materials ready for their use in accordance with the manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.
- To prepare and make teaching aids and demonstrations models for use in the teaching areas, including all aspects of any new Scheme of Work.
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.
- To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
- To monitor levels of stock and re-order stock as appropriate.

- To assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations.
- To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements.
- To assist teaching staff with the general running of practical work sessions.
- To keep up to date with curriculum developments within the areas of the your responsibility.
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all department staff.
- To clean and make safe spills, breakages and related incidents that require careful handling.
- To carry out specific tasks as directed by the Area Leader.
- To ensure all laboratories are clear at the end of the school day and are prepared for lesson 1 the next day.
- To ensure that appropriate records are kept of ordering of equipment, stationery and books when required.

## **2. General**

- To attend departmental meetings when requested.
- To prepare display materials as requested and maintain interesting and stimulating displays in laboratory areas.
- To participate in new initiatives and future changes in service delivery improvements to support the objectives of the Academy.
- To actively pursue own personal development and take full advantage of training provided.
- To undertake such duties as may be considered appropriate by the Corporate Resources Department in line with the needs of the Academy.
- To co-operate with and support the Academy on all issues associated with Equality Policies and Procedures
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the Academy on all issues associated with Health, Safety and Welfare.

### **Applications should include:**

- an application form (downloaded from our website ([www.theeastmanchesteracademy.org.uk](http://www.theeastmanchesteracademy.org.uk)));
- a CV and the name and address of two referees.

### **Safeguarding**

The East Manchester Academy is committed to safeguarding and protecting the welfare of children and young people. This commitment to robust Recruitment Selection Induction procedures extends to organisations and services linked to the Academy on its behalf.

### Science Technician - Person Specification

Specific skills, Experience and Knowledge	Essential	Desirable
Previous technical science laboratory experience	√	
Experience of managing stock and keeping records	√	
Good level of general education, including GCSE Maths and English		√
A recognised qualification in Science at A level or above		√
Awareness of standard procedures e.g. titrations and making up standard solutions	√	
Confident basic user of ICT. Must be numerate and well organised.	√	
Excellent communication skills, both written and oral, and the ability to communicate effectively with staff and pupils.	√	
Good time management, administrative and organisation skills	√	
Good level of literacy and ability to present information in a user friendly and logical format	√	
Experience of working in the public sector, preferably education		√
Personal Qualities	Essential	Desirable
To have a very flexible approach to the role and be willing to carry out a wide variety of tasks to meet the needs of the Academy. To accept that the job description will be updated and renewed annually as the Academy grows	√	
To be able to work on own initiative and organize own workload. To be able to prioritise effectively and have the ability to multi task.	√	
To be able to work as part of a team.	√	
Enjoy working with a wide variety of people including pupils.	√	
Be able to work effectively with other staff in the school.	√	
Willingness to develop professionally and attend courses as required.	√	
To have a good sense of humour.	√	