

<b>Role Title:</b>	<b>Assistant Science Technician</b>
<b>Location:</b>	<b>The Leys School (Science Department)</b>
<b>Responsible to:</b>	<b>Head of Biology &amp; Physics</b>
<b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Main purpose of the role</b>	
<p>The purpose of this role is to coordinate the preparation, construction, organisation and use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the whole science curriculum, including liaising with teaching staff and support staff within the whole department.</p>	
<b>Main duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• To provide assistance and information as required in the preparation and clearing away of resources for practical lessons that meets both the Health &amp; Safety standards and class requirements.</li> <li>• Collective security of the building and its contents, including end-of-day window, door and lighting/appliance checks in the department.</li> <li>• To ensure the maintenance of a healthy and safe working environment, in accordance with the School's Health &amp; Safety policy and to provide technical advice to other staff.</li> <li>• To contribute actively to the assessment, monitoring and review of both Health &amp; Safety procedures and information resources, and to help maintain the risk assessment procedures.</li> <li>• To keep up to date with current procedures and practices through professional development and liaison with CLEAPSS.</li> <li>• The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards including monthly auditing of radioactive materials and supporting (eventually carrying out) annual radioactivity audits and leak testing of holdings.</li> <li>• The healthy and safe storage and accessibility of equipment and materials.</li> <li>• To contribute to the design, construction, development, and maintenance of specialist resources, displays and long-term projects, including general extracurricular activities.</li> <li>• To ensure availability of suitable materials, books (including issuing logs and returns) and equipment, to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of all stock and the management of the inventory and invoices.</li> <li>• To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.</li> </ul>	
<b>Safeguarding responsibilities</b>	

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

### **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable request from the Head of Department.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

# THE Leys

## **Working Requirements:**

This contract is term time only (34 weeks) plus 2 additional weeks. Your schedule will be determined by the academic needs of the School and agreed upon in advance with the Heads of Department before the start of an academic year. Your normal working hours will be based on:

- Monday – Friday: 34.5 hours per week (half days and full days).
- Saturdays: 12 Saturdays during term time (4 hours per day)
- School Closure Periods: 10 days (4 hours per day)

Start times are 07:30 on weekdays and 08:00 on Saturdays during term time. Some negotiation on working hours is available during School holidays.

Your contractual hours will be 1261 hours per annum.

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Person Specification	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Good level of education including at least one A' level (or equivalent) in a Science subject	Degree in a science subject	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	Previous experience at Science Technician level, ideally within a school environment (although other experience will be considered favourably)	Proactive and willing to take on additional responsibility with time	Contents of the application form Interview Professional references
<b>Skills</b>	Good communication skills, both verbal and written Ability to interact and respond appropriately to pupils Reliable and Self-motivated Ability to work independently and as part of a team Well organised and good at prioritising		Contents of the application form Interview Professional references
<b>Knowledge</b>	Good understanding of relevant H&S legislation Willingness to keep professional knowledge & understanding of H&S regulations up to date IT literate	Previous experience of using CLEAPSS	Contents of the application form Interview Professional references