

Science Technician

**Required to work 25 hours per week/40 weeks per year
Ideally 5 hours a day Monday – Friday, but can be flexible**

QEGSMAT are seeking to appoint a Science Technician on a permanent basis to contribute towards effective teaching and learning by providing technical support to the Science Department. We are looking for the successful candidate to start as soon as possible.

QEGSMAT is a newly formed Multi Academy Trust. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

Queen Elizabeth's Grammar School Ashbourne Academy is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

Queen Elizabeth's Grammar School Ashbourne Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you are interested please complete an application form found at <http://www.qegsmat.com/current-vacancies/> and email to HR@qegsmat.com.

Closing date for applications: Wednesday 17th January 2018

Interview date: Tuesday 23rd January 2018

Actual Salary: £8,944 - £9,376



JOB DESCRIPTION

Post Title:	Science Technician
Responsible to:	Senior Science Technician
Scale:	2 (SCP's 11 – 13)
Weekly Hours:	25
Weeks Per Annum:	40

Post Objectives:

- To contribute towards effective teaching and learning by providing technical support to the Science Department.

Other considerations:

- It will be necessary to work with information technology and associated systems in accordance with school policies;
- All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

Duties and Responsibilities:

- To prepare materials and set up equipment, ensuring that it works satisfactorily for Science classes;
- To assist teaching staff, as required, with class practical work;
- To clean glassware and other equipment;
- To put away equipment and materials, disposing of used materials and chemicals in a safe manner and to maintain hygiene (including cleaning of sinks) and safety standards in laboratory and preparation areas;
- To operate a safe and secure system for the storage of equipment and materials, ensuring they are readily accessible;
- To observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines;
- To monitor levels of stock, assist with regular checks as required, and to order new stocks, ensuring best value, and to check deliveries;
- To manage the department's inventory of equipment and materials and place orders on the system;

- To assist in maintaining appropriate records, statistics and filing systems;
- To maintain apparatus and equipment in good working order and to organise repairs or specific maintenance;
- To assist teaching staff with the general running of practical work sessions in a support capacity;
- To liaise with teaching staff to develop new practical ideas and advise on schemes of work;
- To advise teaching staff on potential problems with equipment;
- To ensure the laboratory environment is clean, safe and orderly at all times;
- To prepare display materials as requested and maintain interesting and stimulating displays in laboratory areas.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification Science Technician

	Essential	Desirable
SKILLS	Systematic and practical with strong organisational skills Effective communication skills Ability to work as part of a team or independently Ability to work with diverse groups	
KNOWLEDGE		Health & Safety Procedures within a Science Laboratory environment Understanding of COSHH regulations
EXPERIENCE		Experience of working in a Science Laboratory environment Experience in working with chemicals and scientific equipment Experience of record keeping and stock control
QUALIFICATIONS	5 GCSE's grade C or equivalent with a least one in a science subject Good numeracy, literacy and ICT skills	Recognised relevant qualifications First Aid

QUALITIES	Flexible, innovative and willing to embrace new ideas Enthusiastic and self motivated Willing to develop through appropriate CPD opportunities Ability to develop and maintain effective working relationships within differing contexts	
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