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**STADBROKE HIGH SCHOOL JOB DESCRIPTION**

**SCIENCE TECHNICIAN & FIRST AID COORDINATOR**

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| **Line Managers job title:** | Head of Science |
| **Salary:** | **Points 5-9 of the Support Staff Scale**  **FTE** £24,790 - £26,409 per annum  **Pro rata** £14,343 - £15,553 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 1 week |
| **Hours per week:** | 25hours per week |

**THE POST**

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Science Technician**.**

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Science Technician are:

* Ability to solve straightforward problems
* Exchange information with pupils, teachers and other technicians
* Uses hand/eye co-ordination and dexterity in the preparation of materials or use of equipment
* Works from instructions, but makes minor decisions involving the use of initiative. Problems are referred to a line manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
* Responsible for careful use of expensive equipment
* May keep basic financial records
* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Science Technician are:

* A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. (all roles except cleaners and catering staff).
* Knowledge of science equipment, resources and related procedures
* A degree or post16 qualification relevant to the post

**JOB SPECIFICATION**

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* Carry out maintenance and basic first line repairs of science equipment, if necessary recommending repairs by outside contractors or replacement to supervisor.
* Prepare all equipment and resources for demonstration purposes or for use by teaching staff and pupils. Make up standard solutions. Construct and modify apparatus. Deliver equipment to laboratories. Care for plants.
* Clean equipment and laboratories after use, including chemical spillages. Clean laboratory sinks and supervise emptying of sink traps. Carry out health and safety checks on laboratories, preparation rooms and stores.
* Ensure safe storage of laboratory equipment in line with health and safety regulations (COP). Collecting, checking and returning equipment to stores. Stocktaking, cataloguing and resource control.
* Dispose of chemicals safely and in line with health and safety regulations. This may include safe disposal and management of radioactive materials.
* May be required to support teaching staff in lesson delivery, e.g. practical demonstrations. Trial practical activities. Keep up to date with developments in practical science and advise teachers accordingly. Develop new activities.
* Attend lessons when required to assist pupils with practical work. Provide technical support to students/ pupils including health and safety guidance.
* Carry out risk assessment for technician activities. Ensure teachers have appropriate risk assessments for the practical’s that they intend to deliver. Provide health and safety guidance to experiences and trainee teachers. Keep up to date with health and safety requirements and advise staff accordingly. Carry out safety checks including electrical equipment (PATs), pressure vessels, eye protection, chemicals that deteriorate, glassware, bunsen burner tubing, etc.
* Placing orders, checking deliveries and invoices. Keeping financial records. Obtaining materials by local purchase and hold petty cash float.
* Assist with field trips/visits. Science clubs and competitions. Open days and evenings
* Laminating, collating, filing and photocopying.

Additional responsibilities outside of Science:

* Whole school first aid provision coordination including ordering supplies, organising staff rota, arranging staff training, keeping care plans up to date, sharing medical information with trip leaders, contributing to the updating of relevant school policies
* Examinations assistance (reader/scribe) when required
* TA cover (when required)

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time plus 1 week |
| Hours per week | 25 hours per week |
| Normal working Pattern | Monday – Friday  09:00 – 14:20 |
| Unpaid Breaks | 20 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points **5-9** of the Support Staff Salary Scale
* FTE Salary: £24,790 - £26,409 per annum
* Pro rata salary: **£14,343 - £15,553 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **21.08%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.