



Make a Difference Supporting our Scientists (it's not 'Rocket Science' but you could inspire a future science star!)

Our friendly Science Department require a Science Technician to join them in their mission to impart 'all things science' to our students. You should have a genuine interest in science and feel you possess relevant qualities/experience. Candidates should be well organised, flexible and a team player. Full induction and training will be given where necessary to the right candidate.

Hours and Basis: 37 hours per week, term-time only plus 5 extra days in the holiday periods

Salary: Single Status Grade 4, Points 9-10 currently £19264-£19650 per annum pro rata (actual salary £16,893.04-£17,231.52 per annum

Closing Date: 31 August 2022

Interviews: Week beginning 5 September 2022

For further information about the role please see the Academy website www.bexhillacademy.org or for an informal pre application chat, please contact Dan Russell, Director of Science dan.russell@bexhillacademy.org

Please send or email completed Academy application forms to academyhr@bexhillacademy.org noting that we do not accept CVs or applications via agencies.

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).



Post: Science Technician

Hours and Basis: 37 hours per week, term-time only plus 5 extra days in the holiday periods (agreed with line manager/Director of Science)

Salary: Single Status Grade 4, Points 9-10 currently £19264-£19650 per annum pro rata (actual salary £16,893.04-£17,231.52 per annum)

Accountable to: Senior Science Technician/Lead Practitioner

What is the purpose of the job?

Under the direction of the Senior Science Technician, to co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

What do you have to do?

1. To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
2. To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments
3. To assist the senior technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
4. To contribute to the design, development and maintenance of specialist resources (including plants) and/or long term projects.

5. To support the senior technician in ensuring the availability of suitable materials and equipment. Keeping up to date records of stock.
6. Under the overall guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
7. To assist in practical classes.
8. To set up and maintain audio visual aids
9. To set up computers and data logging equipment

STAFFING

Staff Development: Recruitment / Deployment of Staff:

- to take part in the academy's staff development programme
- to work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

- to contribute to the quality assurance procedures and policies of the academy.

Management Information:

- to maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- to be responsible for developing and maintaining personal professional development records.

Communications:

- to communicate effectively with colleagues, the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the academy

Management of Resources:

- to contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- to continue personal development as agreed
- to comply with the academy's health and safety policy and undertake risk assessment as appropriate

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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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

The successful applicant will be subject to an Enhanced DBS check.

PERSON SPECIFICATION

Job title: **Academic Coaching**

Criteria	Essential	Desirable but not essential
Education/Qualifications	Good GCSE grades (minimum Grade 4) or equivalent in Maths English and Science	Degree in a Science Subject
Experience	Experience in an educational setting would be helpful	Science technician role in another school.
Knowledge	A genuine interest in science and the scientific world	
Skills and Abilities	Excellent organisational skills Patience Ability to multi task Ability to take sometimes complex instruction and facilitate	

Personal Qualities	Good team player Practical Methodical Sense of humour	
Commitment and other requirements	Commitment to supporting staff and students	