

Bishop Rawstorne

Church of England Academy



FORTITER ET FIDELITER
Bravely and Faithfully

Science Technician Recruitment Pack

**Permanent Contract
(required as soon as possible)**



JOB DESCRIPTION

JOB ROLE:	SCIENCE TECHNICIAN
SALARY GRADE:	GRADE 5 (£25,183 – £27,269 PRO RATA) ACTUAL SALARY IS £21,197 – £22,953 37 HOURS PER WEEK – TERM TIME ONLY
REPORTING TO:	CURRICULUM LEADER OF SCIENCE

OVERALL PURPOSE

Under the overall direction of the Curriculum Leader, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient laboratory technical service for both students and staff.

ROLES AND RESPONSIBILITIES

Main Responsibilities

- To be committed to the mission statement and the aims of a serving Christian academy.
- Prepare and assemble apparatus, components and materials for demonstrations and class practical work, assessments and examinations.
- Ensure the safe and secure storage of allocated resources, materials and equipment to prevent unauthorised access/misuse.
- Clean and undertake routine maintenance of equipment as needed, to ensure it is clean, in good working order and ready for re-use.
- Production of reports and analysis of information, as directed by the Curriculum Leader.
- Maintain records of apparatus, reagents and materials, including inventories and records of breakages.
- Comply with all health and safety regulations and safe working practices.
- Advise on compliance with COSHH regulations and CLEAPSS guidelines.
- Provide clerical and administrative support to the department as appropriate.
- Assist with the ordering and management of resources to ensure the department is adequately stocked.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond appropriately to actual or potential hazards.
- Demonstrate the use of equipment to technical and other staff.
- Respond to first aid incidents.

Safeguarding

- To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
- To review the current 'Keeping Children Safe in Education' guidance (and other documentation as directed) and undertake regular refresher training for safeguarding.

Professional Standards and Development

- Be a role model to students through personal presentation and professional conduct.
- Establish effective working relationships with professional colleagues and associate staff.
- Be aware of the role of the Governing Body of the academy and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEND code of Practice and the Disability Discrimination Act.

Health and Safety

- Be willing to undergo Basic First Aid training and update courses as appropriate.
- To support the implementation and operation of the School's Health & Safety policy ensuring that students adhere to it.
- To adhere to the health and safety regulations for science support staff within the school.
- 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.
- To co-operate with the employer on all issues to do with health, safety & welfare.

Data Protection and Data Security

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
- Undergo relevant induction and refresher training in regard to data protection and data security.

Continuing Professional Development

- Undergo induction within a Christian context to be fully aware of the responsibilities, culture and ethos of Bishop Rawstorne as a Church of England school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

STAFF CONDUCT

This is a Church of England Academy. All staff are expected to familiarise themselves with our Christian ethos and ensure it is maintained and wherever possible further developed.

We expect our staff to be positive role models for all students, members of staff and visitors to the school and expect professional conduct based on mutual respect, good manners, politeness and common courtesies.

The school expects staff to wear professional business dress mirroring our high expectations of the student dress code.

GENERAL NOTES

Please note that this is illustrative of the general nature and level of responsibility of the role and this document is considered to provide an outline of the areas that this role involves. It is not a comprehensive list of all tasks that the Science Technician will carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Headteacher. This document does not preclude the postholder developing systems and structures not specifically mentioned but related to their broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

May 2025



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>5 GCSEs Grade C/5 or above (or equivalent) with at least one qualification in science</p> <p>Current first aid qualification, or commitment to working towards</p>	<p>A recognised qualification in science, laboratory work, or a related technical field</p>
EXPERIENCE	<p>A good understanding of health and safety procedures and a willingness to undertake relevant training (e.g. CLEAPSS updates)</p> <p>Knowledge of laboratory systems, or willingness to learn</p> <p>Familiarity with Microsoft Office applications and other Management Information Systems</p>	<p>Previous experience working as a Science Technician or in a laboratory environment</p> <p>Experience of working with children</p> <p>Familiarity with risk assessments and health and safety procedures in school science laboratories</p>
SKILLS AND QUALITIES	<p>Keen interest in science</p> <p>Effective team member and able to work co-operatively</p> <p>Extremely well organised and efficient</p> <p>Ability to use initiative, prioritise conflicting demands and manage own workload</p> <p>Confidence in supporting teachers and students in practical lessons</p> <p>Calm, adaptable and has the flexibility to cope in a busy and diverse curriculum area</p> <p>Likes to solve problems and come up with practical solutions</p> <p>Produces work that is accurate and precise</p> <p>Always maintains a high level of confidentiality and respects the confidentiality of others</p> <p>An enthusiasm for working with young people</p>	
COMMITMENT	<p>To the mission statement and aims of a Christian school and to the safeguarding and welfare of all students and staff</p> <p>Commitment to raising attainment and aspirations of students</p> <p>Interest in the education of young people</p> <p>To being actively involved in the full life of the academy</p> <p>Commitment to equality and diversity</p> <p>Commitment to health and safety</p> <p>Commitment to attendance at work</p>	