JOB DESCRIPTION

SCIENCE TECHNICIAN

BOLTON SCHOOL

MAIN PURPOSE OF JOB:

Provide effective technical and practical support to staff and students in the Science Departments within both Senior Schools, under the direction of the Heads of Biology, Chemistry, and Physics, to support the delivery of teaching and learning.

MAIN DUTIES:

General Professional Duties:

- To maintain a high standard of professional commitment, and make a full and active contribution to the wider life of the Foundation.
- To take appropriate responsibility for the Safeguarding of pupils in line with the Foundation's Safeguarding Policies and Procedures.
- To take appropriate responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and the Foundation's Health and Safety Policies and Procedures.
- To support the Foundation's Equal Opportunities Policies.
- To assist in the development and implementation of School and cross-Foundation policies and procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To contribute to the School ethos, aims and development/improvement plans.
- To establish constructive relationships with colleagues throughout the Foundation and communicate with other agencies/professionals in liaison with teaching staff to support the achievement and progress of pupils.
- To provide a quality of service which meets the needs of pupils, parents and colleagues.
- To carry out any other reasonable duties or responsibilities as may be required from time to time within the context of the post.

Support for Teaching and Learning Activities

- To assemble and test apparatus for class experiments and demonstrations as required by members of the teaching staff and subsequently to attend to the clearing up, cleaning and storage in an efficient manner;
- To support pupils, lessons and activities as required by the Heads of Science during the hours of work by assisting in class or activity practicals when required;
- To deliver apparatus, equipment and materials for the specified lessons/ activities, ensuring that the necessary hazard warnings, safety instructions etc. are supplied for the lesson/ activity;
- To assist with problems which arise whilst the equipment is in use;
- To collect apparatus, equipment and materials after the lesson/ activity and clean/ store, ready for re-use or dispose of any unwanted material;
- To set up demonstrations as requested by teaching staff;
- To trial experiments as requested by teaching staff;
- To carry out risk assessments for technician activities;
- To advise teaching and other technical staff on the use of equipment and chemicals etc. as appropriate;
- To support provision for extra-curricular activities and outreach events, as required;
- To obtain materials by local purchase if it is efficient and practical to do so;
- To cover for other absent Curriculum Support Staff when appropriate, as directed by the Assistant Heads, including undertaking any training necessary to contribute to these areas.

Maintenance Tasks

- To maintain equipment in laboratories and prep rooms in good order, including ensuring that consumables are re-stocked;
- To contribute to the general cleaning of the labs by ensuring all bench surfaces and fixed equipment (including sinks) are properly cleaned;
- To ensure that electric sockets, water & gas taps are operating correctly and that safety spectacles are not scratched and are in each laboratory;
- To assist with the greenhouse and watering of plants;
- To organise storage space in the labs, prep rooms and Science corridor;
- To ensure a safe working environment is maintained by following health & safety policies, keeping up-to-date with health and safety requirements, safely disposing of waste materials; and regularly checking the condition of chemicals and equipment;
- To store equipment tidily and safely;
- To maintain areas used for preparation and development;
- To undertake stocktaking in the chemical storage areas;
- To advise relevant staff of shortages and support the ordering / delivery/ invoicing of items, as required by the Heads of Science;
- To carry out minor repairs, routine testing and maintenance of equipment and to report major repairs to the Maintenance department;
- To organise supplies of stationery in departmental rooms and the labelling, repair and recording of textbook stocks;
- To ensure that the corridor is kept free of items during the school day;
- To assist in maintaining a log under the Health and Safety at Work Act, showing when individual pieces of apparatus and safety equipment are due for their regular tests or replacement. To apply the COSSH regulations within the workings of the department.
- To support the care of plants/ animals as appropriate, at the request of the Heads of Science.

Administrative Tasks

- To use the School's computer systems for communication, information and record-keeping;
- To unpack deliveries and report discrepancies to the appropriate Head of Science;
- To assist with organising supplies of books, teaching materials and stationery in the department;
- To enter new equipment and chemicals into the appropriate inventory;
- To ensure CLEAPSS Hazcards are kept up-to-date;
- To accompany teaching staff and pupils on visits, trips and out of school activities as required by the Assistant Heads;
- To attend relevant training sessions.

PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE Application Form, Interview, Reference**
5 GCSEs (or equivalent qualification) at grade C or above. At least one in a Science subject.	Desirable	Application form
A level (or equivalent qualification) in a Science subject.	Desirable	Application form
Further Education or training courses related to a Science subject.	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Proven experience of working in a laboratory.	Desirable	Application Form/ Interview/References
Proven experience as a school Science technician.	Desirable	Application Form/ Interview/References
Knowledge of Biology, Physics and Chemistry.	Desirable	Application Form/ Interview
Up-to-date knowledge of maintaining a healthy and safe working environment.	Desirable	Application Form/ Interview
Proficient in the use of Microsoft packages, especially Excel and Word for record keeping.	Essential	Application Form/ Interview
Able to carry out Health and Safety risk assessments.	Desirable	Application Form/ Interview
Experience in the use of dataloggers and setting up computer equipment.	Desirable	Application Form/ Interview

Experience of working with precision tools.	Desirable	Application Form/ Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	**ESSENTIAL/ DESIRABLE**	**EVIDENCE**
Good written and verbal communication skills.	Essential	Application Form/ Interview/References
Excellent time-management skills, able to prioritise and with a flexible approach to the working day.	Essential	Application Form/ Interview/References
Evidence of planning work and carrying out duties using own initiative and without close supervision.	Essential	Interview/References
Able to work to deadlines.	Essential	Application Form/ Interview/References
Evidence of sharing workspace with colleagues and working as part of a team.	Essential	Interview/References
Well-organised and able to maintain a tidy workplace.	Essential	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/References

TERMS AND CONDITIONS

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SALARY
The salary will be based on point 6 (£26,373) on the Bolton School Support Staff Salary Scale. Pro-rata this will equate to £21,504.14 per annum.
HOURS OF WORK
35 hours per week, between Monday and Friday. The normal hours of attendance will be 8.30am until 4.30pm with 1-hour unpaid lunch break per day. The successful candidate will be expected to work term time only plus 10 additional days during each holiday period. Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year. Total days required to be worked per annum will be 185 days (paid for 42.4 weeks including holidays).
HOLIDAY
All school holidays, except as described above.
LINE MANAGEMENT
Heads of Science in Boys' and Girls' Division
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered.

- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.