

Dear Applicant

Thank you for your interest in the position of **Science Technician** at **Dean Trust Ardwick**, 345 Stockport Road, Ardwick, M13 0LF.

Salary – Band 2 Point 11-16 £15807-£17419 per annum. Actual salary - £13,535

- 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
- Term time only plus 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust please visit the thedeantrust.co.uk

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Monday 15th January 2018** will not be considered.

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

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor
HR & Payroll Manager

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Job Description

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Science Technician
Reporting to	Head of Faculty
Main purpose of job	To carry out the tasks necessary for the facilitation of effective course delivery across the Science Department.
Key responsibilities:	
General accountabilities and classroom support:	
<ul style="list-style-type: none">• Co-ordinate the use of practical resources and facilities to meet the practical needs of the science curriculum• Ensuring the availability of suitable materials and equipment and to manage conflicting demands on equipment, teaching resources and room allocation. To advise teaching staff of changes as necessary• Compile equipment and resource requests as received from teaching staff. To include sourcing, costings and suggesting economic alternatives to maintain stock levels• Continually updating own knowledge of the curriculum to ensure that changing requirements can be met• Delivery and setting up apparatus in laboratories and remove at the end of lessons• To use existing technical experience to develop practicals to meet the demands of the curriculum appropriate to student needs• Supporting lower school pupils during practical activities when requested• Carry out practical demonstrations as required• Supporting KS3/4 coursework, offering technical advice in consultation with the teacher. Advance planning of GCSE practical work, to include sourcing, planning and trialling the experiments specified in the new GCSE specifications to ensure the method is reliable in a classroom setting.• Supporting students, where appropriate, especially during coursework, including demonstrating activities and guiding students both within and outside lesson time• Use own initiative to assess requests for practical equipment and resources and suggest changes and/or improvements to teaching staff• If current practical requests are not suitable, devise alternative specific procedure to ensure the effective delivery of the curriculum• Be able to give effective advice to student teachers on practical demonstrations• To be able to work on own initiative and as part of a team• Day to day management of any IT equipment used by students and allocated to the science department	
Stock control:	
<ul style="list-style-type: none">• Ordering and monitoring levels of stock• Assist in keeping inventory up to date• Assist in keeping chemical records up to date	

Health and safety:

- Contribute to assessment, monitoring and review of the Faculty Health & Safety procedures
- Safely dispose of used materials including hazardous substances
- Ensuring the safe use and storage of chemicals, equipment and other materials
- Carry out risk assessments for technician activities
- Familiarity with and use of CLEAPPS and/or COSHH regulations
- Advise teaching staff on appropriate Health & Safety issues relevant of the practical activity and making suggestions to improve safe delivery

Cleaning and maintaining equipment:

- Ensuring equipment works and is clean and safe to use
- Ensuring that sinks in laboratories and preparation rooms are clean and safe to use
- Ensuring chemical and apparatus stock levels are maintained and that required solutions are prepared
- Manufacturing simple apparatus
- Performing basic repairs
- Ensuring the security of school equipment and property
- Under the overall guidance of the Senior Technician ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• Educated to GCSE including A*-C in English and Science (one subject)• Relevant Science qualification appropriate to the role
Experience	Essential <ul style="list-style-type: none">• 2 years relevant work experience• Assist with ordering, procuring, storing and maintaining items• Setting up resources, equipment and materials for lessons• Experience of practical laboratory activities
Knowledge	Essential <ul style="list-style-type: none">• Procedures for preparation, use and maintenance of materials and equipment• Awareness of health and safety issues relating to school science (an aware of CLEAPSS and/or COSHH regulations would be an advantage) Desirable <ul style="list-style-type: none">• Working knowledge of secondary school science curriculum
Skills and abilities	Essential <ul style="list-style-type: none">• Basic IT skills• Able to demonstrate experiments and techniques to colleagues and students• Able to work on own initiative and to organise and prioritise tasks• Good communication and interpersonal skills• Ability to work flexibly as part of a team and be available for occasional out of hours work• Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings• Good health, attendance and punctuality record