



# SECKFORD FOUNDATION FREE SCHOOLS TRUST

JOB  
DESCRIPTION

<b>Post Title:</b>		<b>SCIENCE TECHNICIAN</b>
<b>Post Holder:</b>		
<p><i>The description of the duties, responsibilities and accountabilities for the post of <b>Science Technician</b> within the Trust have been set out in this job description.</i></p>		
<b>Responsibility Areas:</b>		Providing <b>health and safety, administrative</b> and <b>learning support</b> for Science teaching staff at the school
<b>Accountabilities:</b>	<ul style="list-style-type: none"> <li>A To ensure the <b>healthy and safe</b> storage and handling of all chemicals and equipment in line with relevant laws, regulations and guidelines and contribute to the overall health and safety of the subject area.</li> <li>B Provide <b>general administrative support</b> for the Science staff, including ordering, health and safety and educational support.</li> <li>C Provide support for students in the classroom where required to enhance <b>learning</b> and progress.</li> <li>D To effectively appraise, performance manage, line manage and deploy support staff for which you are made responsible as appropriate.</li> <li>E Generic duties relevant to all members of staff.</li> </ul>	
<b>Accountable to:</b>		Headteacher and Principal via Subject Leader (Science)
<b>Scale / Salary:</b>		£15,960 to £20,166 FTE (pro-rated for part time) depending on experience
<b>Main Duties:</b>		See over for detailed duties and responsibilities

## Area of Accountability A:

### HEALTH AND SAFETY

- Ensure the maintenance of a healthy and safe working environment through:
  - actively contributing to the assessment, monitoring and review of both health and 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 and safety issues to teaching and 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.
- Carry out health and safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments;
- Under the overall guidance of the Subject Leader (Science), to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

## Area of Accountability B:

### GENERAL ADMINISTRATIVE SUPPORT

- Assist the Subject Leader (Science) with the day-to-day organisation and undertaking of administrative duties relating to the running of the Science dept.;
- Support the Subject Leader (Science) in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock;
- Assist Science staff with reprographics and other administrative duties related to learning and teaching;
- Ensure the smooth running and efficient and safe organisation of the Science Preparation areas and classrooms in the Science department.

## Area of Accountability C:

### LEARNING SUPPORT

- Contribute to the design, development and maintenance of specialist resources and/or long term projects;
- Assist in practical classes and carry out demonstrations in the formal curriculum and in enrichment / extra-curricular lessons;
- Set up and maintain audio visual aids and equipment, chemicals and resources for lessons;
- Set up computers and data logging equipment where required;
- Put away equipment after lessons.

## Area of Accountability D:

### APPRAISAL, PERFORMANCE AND LINE MANAGEMENT

- To act as line manager for those support staff for whom you are responsible, undertaking performance management reviews yearly in conjunction with the Trust's policies and procedures;
- Ensure all members of staff for whom you are accountable have clear targets for personal and professional progression in their work and know how their progress towards those targets will be

assessed (in line with Trust policies);

- Contribute to the review of job descriptions for support staff for whom you are responsible when requested by the Principal or Headteacher;
- Undertake regular evaluation of staff progress towards agreed improvement objectives through the Trust's appraisal, performance management and line management policies, practices and procedures;
- Contribute positively to your own appraisal, performance management and line management.

## Area of Accountability E:

### GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

#### **The Trust**

The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.

#### **Learning and Teaching**

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.

#### **Use of ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

#### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

#### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

#### **Safeguarding**

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the

guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

### Statement on Pay, Rewards and Working Hours

The Seckford Foundation Free Schools Trust is being established with the vision to provide "A Foundation for Life" for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision will be the highest quality teaching and support staff in all of our schools. The Seckford Foundation Free School Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students' lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Foundation Free School Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. While directed working hours and pay structures are proposed to be in line with those outlined in the School Teachers Pay and Conditions document, there is the expectation that staff working times, and for some locations, will vary throughout the week. Also, it is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is in place and can be viewed on request.

*This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and / or Principal. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.*

SIGNED (Staff)

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DATE

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SIGNED (Trust)

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DATE

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