



Ark Elvin Academy

Science Technician

In recruiting our next Science Technician, we are seeking the following from applicants:

- A passion for their subject, curriculum development and health and safety.
- A commitment to serving our diverse community in Brent
- High expectations for themselves and our pupils
- A keenness to learn and develop both as a technician and a leader
- A team player with high standards of professionalism and courteousness.

Working Pattern: Term time only, 36 hours per week

Salary: Ark Support Scale 5 Pay Points 5-13

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check

Job Description: Science Technician

Reporting to: Head of Department

Key responsibilities:

Classroom/Practical support

- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved
- To ensure lofty standards of Health and Safety are always maintained Cleapss codes.
- To ensure demonstrations and new experiments are set up and tested before use.
- To ensure materials, stock, standard solutions, specimens, and apparatus required for demonstrations and practical work are available as required.
- To ensure stationary supplies for teachers and classrooms are available.

Preparation

- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science department and specific learning booklets delivered.
- Maintain apparatus and equipment in good working order. Carry out repairs of equipment within the capabilities of the technician.
- Maintain and store equipment to guarantee safe and effective upkeep.
- To set up science practical's in advance of lessons when required and specifically Individual trays for A4/B4 classes
- To ensure the prep room is kept clean, tidy, and safe.
- To support for printing and delivering where needed for cover.

Equipment Maintenance and Stock

- To support the Senior technician inventory of equipment and administrating stock control to maintain a supply of equipment for teaching use.
- To receive and check deliveries of supplies to ensure accuracy from suppliers. This will be to support the Senior Science technician.
- To procure biological consumables, i.e. fruit, hearts, and other perishable items as necessary, ensuring they are stored and later disposed of in a safe, hygienic, and secure way.

Other

- Provide guidance to other laboratory technician staff on the operation of health and safety policies and procedures.
- Undertake other various responsibilities as directed by the principal and/or line manager.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

Person Specification: Science Technician

Qualifications

- Minimum of A Level Grade C or above (or equivalent) in a science subject, ideally qualified to degree level
- Health and Safety qualification or training or commitment to work towards
- First Aid qualification or training or commitment to work towards, desirable

Knowledge, Skills and Experience

- Experience of working in a laboratory in a school or other industry, desirable
- Experience, knowledge or a keen interest of key practical demonstrations that demonstrate key scientific concepts and engage students
- Up-to-date knowledge of COSHH procedures and CLEAPPS requirements
- Knowledge of Health & Safety risk assessment
- Strong IT, administrative and organisational skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents including first aid

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check