

Job Description

Post:	Science Technician (A-level Biology Specialist)
Accountable to:	Senior Science Technician / Head of Science department
Grade/Range:	Scale 5
Salary:	Point 12-15
Working Pattern:	Term time + 5 days
Location:	NCS
Disclosure level:	Enhanced
Responsible for:	Science labs and preparation rooms
Main Purpose:	To ensure the correct preparation, co-ordination and maintenance of equipment, specimens and materials required, for practical work to support lessons and extra-curricular science activities under the guidance of the Senior Science Technician and Head of Science department.

Key Accountabilities

- To support the practical work for science teaching in the NCS, including assistance to teachers and students where appropriate.
- To keep up to date with current procedures and practices as through continuing professional development and maintain up to date knowledge in the field.
- To work in line with the NCS' health and safety policies and practices.

Laboratory Servicing

- Preparing materials, solutions, specimens and apparatus for all areas of science.
- Setting up and preparing materials, equipment and apparatus as required for demonstrations, experiments and practical work and, where necessary, carrying out modifications.
- Assembling, delivering, clearing away, checking and, where necessary, replenishing practical apparatus.
- Testing experiments and practical work to ensure they work satisfactorily and safely.
- Carrying out general maintenance and cleaning of apparatus, equipment, laboratory services and facilities.
- Taking care of plants when required, both during term time and during vacations or arrange alternative care.
- Reviewing and amending practical methods where necessary to improve their outcomes in future academic years.
- Researching the latest methods to demonstrate the Biology A-level specification through practical work.

Health & Safety

- General maintenance of laboratory to include safe disposal of waste materials, chemical and biological waste.

- Ensuring that all equipment, materials and apparatus are maintained in a serviceable and safe condition by undertaking regular checks.
- Reporting of damage and deterioration to Senior Science Technician and/or Head of department.
- Ensuring that any scientific debris or hazardous materials/spills are removed from the skinks, bench tops and other areas to provide a safe environment for cleaning and other staff.
- Ensuring that all equipment, materials and stock are stored safely and securely.
- Maintenance and recording of chemicals in-line with Health and Safety regulations.
- Carrying out health and safety risk assessments relating to laboratory work and applying COSHH regulations.
- First aider duties – to administer, when trained, first aid treatment for minor laboratory injuries and the maintenance of first aid equipment in the laboratory area.
- Designated fire warden.

Equipment and Stock

- Maintaining, updating and reporting inventory of equipment and stock levels.
- Ordering necessary stock by following appropriate procedure.
- Working closely with Head of Science department to place relevant orders and review the budget periodically.

General

- Attending and participating in relevant meetings, training and other learning activities.
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for own health and safety as well as that of colleagues, students and the public.
- Undertaking administrative tasks associated with inventory and stock.
- Supervising and monitoring exams process in line with exam board requirements as dedicated exam invigilator as and when required.

In all contacts the post holder will be required to present a good image of the Sixth Form as well as maintaining constructive relationships.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the NCS in relation to the post holder's professional responsibilities and duties.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory and Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent	✓	
Educated to degree level of equivalent		✓
Experience, Skills and Knowledge		
Knowledge of Health and Safety legislation as it relates to the work of a school	✓	
Knowledge of COSHH and CLEAPSS regulations in relation to the safe handling and storage of chemicals	✓	
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	
Background in a Biology and/or Microbiology	✓	
Background in a Science and/or Technology environment		✓
Knowledge of A-level practical	✓	
Ability to carry out risk assessments in relation to laboratory work	✓	
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	✓	
Ability to maintain a range of tools and equipment	✓	
Ability to maintain specialist resources	✓	

Ability to offer assistance to students and teachers on the practical aspects of the curriculum	✓	
Personal Qualities		
Highly motivated and enthusiastic	✓	
High professional standards	✓	
Ability to work effectively as a member of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Problem solving	✓	
Ability to accurately input information	✓	
Attention to detail	✓	
Ability to establish positive professional relationships with students	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	