



Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10

William Perkin CE High School | Ada Lovelace CE High School

Job Description

Job Title:	Senior Science Technician at Ada Lovelace School - The role is shared between Ada Lovelace school and William Perkin school for 2020-21 while Ada Lovelace school grows
Grade:	Grade 5, scale points 12 - 15 <i>Please see page 3 for salary details</i>
Line Manager:	Head of Science
Supervisory Responsibility:	Science technicians as Ada Lovelace school grows
Hours:	35 per week , term time only. <i>Hours per week negotiable for the right candidate</i>

Main purpose of the job

- To support the starting up of Ada Lovelace School science department.
- To support the teaching programme of the William Perkin Science Department by providing technical and practical support to the Department, and class teachers, for teaching from Key Stage 3 to A Level.
- To ensure the maintenance of a healthy & safe working environment

Specific responsibilities and tasks

1. **Responsibilities.** Taking the **lead role** in organising technical support within the Ada Lovelace Science department and ensuring that adequate technical assistance is available for all teaching staff. Ensuring the technician team keeps up to date with health and safety requirements and developments in practical science by ensuring access to the relevant literature/websites.
2. **Preparation.** Preparing equipment as requested by staff in the Science Department independently or in collaboration with other technical staff. This will usually be providing equipment for demonstrations or class experiments. Preparation of KS4, AS and A2 Specification Practicals are also an essential component of this role. It will also include pre-testing experiments, collecting sample data, setting up demonstrations or carrying out demonstrations. Organisation of resources and moving equipment between floors as needed.
3. **Cleaning and checking.** Clearing away, checking, cleaning and storing equipment as appropriate. Inspecting allocated laboratories regularly including cleaning sinks as needed and reporting damage to the Head of Department.

4. **Maintenance.** Maintenance of chemical stock and preparation of stock solutions. Maintenance and repair of equipment as directed by the Head of Department (training will be given as appropriate). Development of storage systems that meet the needs of the Department. Assisting with Department audits, stocktaking and ordering in conjunction with HOD.
5. **Health & Safety.** Undertaking Risk Assessments (after training if needed) as necessary and informing staff involved of any precautions needed. Following Departmental, Local Authority and National regulations and guidelines regarding Health and Safety. Ensuring the safe disposal of used and surplus chemical and culture and managing spillages / accidents in the laboratories
6. **General.** Maintaining plant and animal collections in collaboration with other technical staff. Carrying out other duties of a similar nature as directed by the HOD. Contributing to the development of the department such as carrying out Risk Assessments on Schemes of Work, participating in staff training initiatives including attending courses as necessary. To ensure the maintenance of resources, stock records and maintenance records.
7. **Other duties at a similar level of responsibility.** Undertaking other duties of a similar nature, from time to time, as directed by the Head of Science and Senior Science Technician.

Key measures of success

- The Department, and individual class teachers, are fully supported in their teaching requirements
- Safety standards are fully complied with and maintained

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Spec

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • A degree or HND is not essential for entry, although a science background is required. Arts and social science graduates will need science A-levels 	<ul style="list-style-type: none"> • BSc or HND in a Science discipline or a Science related field
Knowledge and Skills	<ul style="list-style-type: none"> • The person appointed will be interested, willing and able to provide practical solutions to problems • A critical knowledge of science applications and uses • Understanding of the educational sector ethos • The technician should have an interest in ICT and be able to adapt easily to new technologies 	<ul style="list-style-type: none"> • Ability to carry out some lifting

	<ul style="list-style-type: none"> • Good organisational skills, including prioritisation of work and time management • Good oral and written communication skills to communicate effectively with different audiences. 	
Personal Qualities	<ul style="list-style-type: none"> • Proactive • Approachable, calm and professional • Excellent communication skills • High level of personal organisation • Excellent punctuality and attendance • A general flexible approach to working hours • A good sense of humour • A commitment to the values and ethos of the Trust • The technician must be dependable, science and ICT literate, willing to share ideas, participate in departmental team meetings (where appropriate), and be enthusiastic in carrying out duties 	

Key Terms and Conditions

Pay:

Grade 5, scale points 12 – 15

The full time equivalent salary is £24,603 - £25,950 and the pro rata term time only salary (for 35 hours per week is £22,237 - £23,454)

Hours per week are negotiable for the right candidate.

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

35 per week, or as agreed with the Head of Science; some flexibility is available.

As Ada Lovelace is a new school, the role will initially be split between Ada Lovelace School (Ealing) and William Perkin School (Greenford).

Weeks of work:

Term-time only: This is a term time only contract comprising 40 weeks (200 days). This includes between 190-195 teaching days, with the additional days (up to 200) to be worked as directed by, and discussed with, the Head of Science.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6-month probationary period.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.