

The Bishops' Blue Coat CE High School

Science Technician Apprentice - Job Description and Person Specification

35 hours per week/39 weeks per year, (term-time only)

Salary: £12,597 per annum (equivalent to £8 per hour) plus optional membership of the local government pension scheme
The post is open to candidates currently studying towards the minimum qualifications. A permanent position may be available upon successful completion of the training.

Main Job Purposes: To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory experiments. To provide ad hoc science classroom support, including assistance with classroom demonstrations of selected experiments and to assist with general administrative duties.

Management: The post holder will be line managed by the Subject Leader for Science.
The post holder will not line manage any other staff.

Principal Responsibilities of the Post

1. Check and provide science apparatus, equipment, materials, and chemical solutions to ensure their availability in support of laboratory teaching activities.
2. Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.
3. Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes using CLEAPSS and COSHH guidelines and recommend solutions to technical problems encountered.
4. Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
5. Trial, and assist teaching staff in trialling, any experiments prior to lessons.
6. Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department.
7. Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
8. Provision of first aid assistance (training will be provided if required).

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job during contracted hours. Additional hours for IT/AV support for lettings or events may be required from time to time together with a willingness to occasionally work excess hours where needed (e.g. to finish an urgent task) – where this extends to more than half an hour, the extra hours would be reimbursed via time in lieu or payment for the additional hours.

Other Information

Apprenticeship National Minimum Wage (ANMW):

The National Minimum Wage for Apprentices is £8 per hour. This is the legal minimum pay per hour applying to 16–18-year-old Apprentices and those aged 19 and over in the first year of their Apprenticeship. For Apprentices 19 or over who have completed their first year and are continuing their Apprenticeship, the National Minimum wage appropriate to their age applies.

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Good standard of education • Combined science GCSE Double award grade 4/C OR 2 Separate Science GCSE grade 4/C • GCSE Maths and English Grade 4/C or above 		Documentary evidence
Experience	<ul style="list-style-type: none"> • Willingness to learn 		Application form/Interview
Job related Knowledge	<ul style="list-style-type: none"> • A keen interest in science 	<ul style="list-style-type: none"> • Confident with MS Office suite of applications, including their cloud (Office 365 versions) 	Application form/Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to maintain a high level of accuracy and attention to detail • Ability to function under pressure, establish priorities and work to strict deadlines • Excellent communication and interpersonal skills • Good organising and time management skills • Excellent problem-solving skills 		Application form/interview
Other requirements	<ul style="list-style-type: none"> • Confident in interacting with children and adults alike • Positive and motivated • Act upon initiative • Ability to keep calm and contribute to the resolution of problems • Co-operative/able to work with people at all levels • Dependable and reliable 		Interview