

Job Description

Post Title	Science Technician
Core purpose:	<p>To provide a science technician service for Mulberry UTC, supporting GCSE and A-level lessons and technical qualifications in health and science.</p> <p>Implementation and dissemination of all appropriate Health & Safety legislation and guidance with respect to science education, including C.O.S.H.H.</p> <p>To ensure that statutory safety regulations and safe practice is complied with, relating to teacher/technician skills qualifications, and student involvement in the classrooms and workshops.</p> <p>To make an effective contribution to the UTC's technician team, including support for other members of the team when required.</p> <p>-----</p> <p>To carry out agreed duties to support the day-to-day management of the UTC</p> <p>To act as a fire warden and a member of the first aid team at Mulberry UTC and to lead and oversee the work of these teams, ensuring training is up to date.</p> <p>In addition to their core duties, all members of staff within Mulberry UTC are responsible for:</p> <ul style="list-style-type: none"> • Promoting and modelling high standards of professional competence • Contributing to the general good order and discipline of the UTC • Supporting the development of positive relationships with sponsors, partners and the local community, including parents and local businesses • Implementing UTC policies and procedures • Safeguarding and promoting the welfare of students attending Mulberry UTC <p>All staff are expected to have a clear understanding of the aims, objectives and ethos of the UTC, an awareness of its role in the community and a commitment to its vision of providing outstanding academic and technical learning.</p>
Reporting to:	<ul style="list-style-type: none"> • UTC Director of Learning for Science
Liaising with:	UTC staff, particularly the Science team
Salary / Grade	NJC Scale 6 £26,337-£27,879
Contracted hours	35 hours per week. Term time only.
Key responsibilities/ areas of work:	As a founding member of staff at Mulberry UTC, you will play a key role in ensuring that systems and processes relating to our science facilities are set up and managed in such a way that the UTC functions as effectively and efficiently as possible.

Key responsibilities:

1. To organise, direct and co-ordinate the provision of technical support and assistance for the Science team at Mulberry UTC, in conjunction with the Director of Learning for Science, including determining priorities, allocating work to technical staff and ensuring that deadlines are met.
2. To organise and control resources and facilities used to support the teaching activities of the science team.
3. Support ongoing training in the use of equipment and apparatus for staff and students.
4. Ensure that appropriate systems and procedures are used for effective and efficient stock control, including the maintenance of stock records and forward planning procedures to anticipate future requirements.
5. Ensure the construction, service and repair of equipment as required.
6. Ensure safe and appropriate storage and disposal of chemicals and other hazardous materials.
7. Implement systems for meeting the needs of science practical work, including health and safety practices in the technician department and appropriate risk assessments
8. Maintain acceptable levels of tidiness in the science prep room and classrooms following practicals.
9. Contribute to the establishment of links with local universities, employers and scientific associations to ensure that initiatives which support students' engagement and enjoyment of science are effectively executed
10. Take responsibility for ensuring the appropriate storage, use and disposal of radioactive sources
11. Take responsibility for carrying out regular health and safety checks on science laboratories and relevant equipment

In addition, all members of staff within Mulberry UTC are responsible for:

- promoting and modelling high standards of professional competence;
- contributing to the general good order and discipline of the UTC;
- supporting the development of positive relationships with sponsors, partners and the local community, including parents and local businesses;
- implementing all UTC policies and procedures;
- safeguarding and promoting the welfare of students attending the UTC.

	All staff are expected to have a clear understanding of the aims, objectives and ethos of the UTC, an awareness of its role in the community and a commitment to its vision of providing outstanding academic and technical learning.
Management of people	None
Creativity and innovation	The postholder works within defined policies and procedures and Health and Safety legislation. The postholder has a degree of autonomy to propose, develop and/or implement new procedures. The post holder also prompts and supports innovative use of science and health equipment and facilities.
Contacts and relationships	<ul style="list-style-type: none"> • Direct daily contact with UTC staff and students aged 14-19, advising on the use/availability of equipment and providing health and safety guidance. • Liaise with external suppliers to ensure timely and appropriate resourcing of the science and health team at Mulberry UTC • Liaise with appropriate organisations, e.g. CLEAPSS, to ensure procedures/equipment that is used are thoroughly risk assessed and advice and guidance disseminated to relevant members of staff.
Decisions	<p>1. Discretion The postholder makes decisions from a broad range of alternatives within constraints of policies and procedures. Responsible for making recommendations about the appropriate use of resources, including assessing cost effectiveness.</p> <p>Discretion to be used in suggesting appropriate alterations to proposed practical procedures to minimise apparent risks and to communicate these effectively in good time, seeking advice (e.g. from CLEAPSS) where necessary.</p> <p>2. Consequences Decisions have a significant impact on teachers and students and their health and safety, as well as their access to health and science facilities and equipment at Mulberry UTC.</p> <p>The postholder has day-to-day responsibility for the appropriate analysis of risk to minimise the risk of injury to staff and/or students.</p>
Resources	Responsible for care and safe keeping of equipment and chemicals
Work environment	<p>1 <u>Work demands</u> The post holder's routine may be varied and subject to interruption, however this should not impact on overall completion of tasks.</p> <p>2 <u>Physical demands</u> The post holder will regularly move and handle science equipment.</p> <p>3 <u>Working conditions</u> Work is normally carried out in a science classroom or preparation area, which should be well lit and ventilated. Exposure to potentially toxic, corrosive and harmful chemicals/substances.</p> <p>4. <u>Work context</u></p>

	Required to work with chemicals and cleaning materials.
Additional Duties:	Play a full part in the life of the school community, supporting the aims and ethos of Mulberry UTC, and encourage all staff and students to follow this example.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- (1) to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- (2) to co-operate with the Principal in so much as is necessary to enable the Principal to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- (3) not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- (4) to care for and oversee the appearance of the building;
- (5) to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct as at 4th June 2017. It is not prescriptive, nor necessarily a comprehensive definition of the post and may be subject to amendment after consultation with the post holder to meet the developing needs of the UTC.

<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Mulberry Schools Trust (MST).</p>
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be undertaken with the consent of the postholder.</p>
<p>Equal Opportunities - The postholder is required to carry out their duties in accordance with MST and UTC Equal Opportunities policies.</p>
<p>Health and Safety - The postholder is required to carry out their duties in accordance with MST and School Health and Safety policies and procedures. The post holder will also be a recognised Fire Warden to assist in the school's Fire Evacuation procedure.</p>

Safeguarding – The post holder is required to carry out their duties in accordance with Council and UTC Safeguarding policies and procedures and ensure their own and the team’s commitment to the protection and safeguarding of children and young people at all times.

	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			

MULBERRY UTC

Science Technician

PERSON SPECIFICATION

As a founding member of staff at Mulberry UTC, you will play a key role in ensuring that that systems and processes are set up and managed in such a way that the UTC functions as effectively and efficiently as possible.

MINIMUM REQUIREMENTS	ESSENTIAL/ DESIRABLE
A relevant qualification, at minimum level 2, and/or industry-recognised technical qualification(s); or equivalent experience in a relevant field	Essential
Ability to relate well to young people and adults, and to work constructively in a technical support role within a diverse team.	Essential
Significant working knowledge of a range of science equipment and facilities suited to school use	Essential
Working knowledge of relevant legislation, including Health and Safety	Essential
Experience of providing technical support to a science team in a 'real time environment' such as education	Essential
Demonstrable commitment to equal opportunities.	Essential
An understanding of the UTC's specialisms: the health sector, the creative industries and the world of digital technology	Essential
Ability to solve problems and to learn and apply new solutions	Essential
Ability to work on a number of ongoing tasks at any given time and to deal with frequent change, delays or unexpected events	Desirable
Ability to communicate effectively with staff, students and visiting professionals and to relate professionally to people at all levels.	Desirable
Training in first aid and fire evacuation procedures and understanding of relevant legislation	Desirable
Ability to write and maintain clear and concise documentation for internal systems and procedures.	Essential
Demonstrable commitment to all UTC policies, including a commitment to the protection and safeguarding of children and young people.	Essential
Willingness to contribute to whole school initiatives and to support teaching staff and the senior leadership team in managing the operational processes of the school.	Desirable