

## JOB DESCRIPTION

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**Job Title:** Science Technician

**Reports to:** Head Science Technician

### Relationships:

The post holder is accountable to the Head of STEM. All staff are ultimately responsible to the Head & CEO. The post holder may report to others for any other roles they hold within the Trust. The post holder will work alongside the wider science team and support the team when necessary.

### Purpose:

Our vision is for Bede's to be a place "where every child finds joy in their pursuit of brilliance". Outstanding academic resources is fundamental to our ability to deliver this vision and achieve our mission of crafting a more joyful education for our pupils.

- Cultivating a vibrant learning environment, motivating pupils to pursue their individual best
- Providing a festival of opportunity, enabling pupils to discover new passions and develop new talents
- Building a kind-hearted community, inspiring pupils to enhance the lives of others.

### Note:

The Technician Role involves

- Supporting the Senior Technician & Head Technician in delivery of Science provision
- Assisting in the Creation & Delivery of laboratory experiment orders
- Assisting in tidy-ups for both experiments & laboratories
- Assisting Teachers & Technicians with day-to-day requests

### Working Hours:

#### Working Hours During Term Time

Monday, Tuesday, Thursday 8-3pm

Wednesday, Friday: 8-5pm

#### Working hours during non Term Time

Autumn Half-Term: 2 days, Christmas Holiday: 2 days, Easter Holiday: 5 days, Summer Holiday: 10 days

### Skills & Qualifications Required

- Excellent written, oral and interpersonal communication skills.
- A high regard for quality of work, and an attention to detail.
- The ability to follow a defined workflow and to meet deadlines.
- Computer skills in Microsoft Office & Google Docs
- An ability to multitask and handle interruptions.

## Main duties and responsibilities:

- Carry out the preparation and clearing of equipment for practical science.
- Checking practical provision, i.e. prepared trays, cupboards and replenishing materials as appropriate to ensure orders have been fulfilled correctly.
- Carry out cleaning and of tidying of laboratory facilities at the direction of the Head technicians and reporting any problems through the appropriate channels
- Assist with waste disposal including hazardous wastes transfer while ensuring regulations and guidelines are adhered to.
- Work in accordance with all Health and Safety regulations and advise staff on safety issues.
- Deal with emergencies in lessons, breakages and spills.
- Carry out periodic safety checks on specialist equipment as required and to check all apparatus is safe to use before it is put out.

## Additional duties and responsibilities specific to this role:

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