

Job Description Apprentice Science Technician

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Science Technician and Site Safety Coordinator
Grade	National Minimum Wage for Apprentices (£9,254.44 per annum)
Hours	37 hours per week term time (42 weeks per year)
Location	Based at Barr's Hill School with some requirement to travel

Job Purpose

To deliver an efficient and effective technician support service within the Science Faculty which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.

Duties and responsibilities within Science

- Prepare and set up class experiments, demonstrations and apparatus / equipment including new technology applications.
- Prepare specimens and solutions for use in lessons, including caring for Departmental animals and plants as required.
- Assist with the safe and secure handling, storage and transportation of apparatus/ equipment, specimens and chemicals in accordance with good working practice, Health and Safety procedures and CLEAPSS guidelines.
- Under the direction of Teaching Staff and the Head of Science, provide assistance to pupils during lessons, field projects, after school clubs and/or site visits.
- Provide support for tests, assessments and exhibitions as required.
- Clear and put away apparatus / equipment; disposing of waste laboratory materials including hazardous waste in accordance with Health and Safety and COSHH guidelines.
- Maintain apparatus / equipment ensuring that it is clean and safe for use, notifying the Science technician of any faulty equipment.
- Update the department apparatus / equipment inventory.
- Undertake simple construction, repair and maintenance of apparatus /equipment.
- Undertake general maintenance of laboratories and ancillary rooms.

- Carry out general science-based clerical work e.g. filing, photocopying and collating schemes of work.
- Support the Science Technician in carrying out stock checks and maintaining stock levels.
- Keep appropriate records of safety checks and risk assessments as required.
- Make local purchases for the Department as required and keep records of any petty cash spent.

Line management

- Science Technician

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Apprentice Science Technician are up to date.
- Understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to</p>

act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Chris Jupp - Headteacher

Date: June 2022