

Role Profile: Science Technician

Location: Meoncross School

Function: Teaching Assistant

Reporting to: Head of Department

About the School

A child's educational journey should be as unique as they are. We pride ourselves on our holistic approach whereby every child has the individual attention they need to thrive and succeed both in and out of the classroom. At Meoncross, every child is safe to say, 'I can be the best possible ME'.

We are very proud to be a through school for children aged 2.5 - 16 years, meaning we can welcome children into our school at any point in their educational journey. This could be at a natural key stage transition point such as starting 'big school' in Reception, Juniors in Year 3, or Upper School in Year 7, or anything in between

Academic achievement is high, but so is our focus on wellbeing, as we know that happy children are high achieving children. We nurture our pupils and develop the characteristics and qualities we know they will need to build bright futures.

Role Purpose

The Science Technician plays a vital role in supporting the delivery of an outstanding Science curriculum across the school, from Early Years through to Year 11. Working closely with the Head of Science and teaching staff, the post holder is responsible for preparing, maintaining and organising laboratories, equipment, materials and resources to ensure practical lessons are delivered safely, efficiently and effectively.

The Science Technician will contribute to creating an engaging learning environment by ensuring that practical activities are well prepared, equipment is maintained to a high standard, and all relevant health and safety legislation, including COSHH requirements, is adhered to. The post holder will also support the development of practical investigations and demonstrations that inspire curiosity and a love of science in pupils of all ages and abilities.

In addition, the role provides practical support to the Food Technology department by assisting with the organisation of ingredients and resources, including receiving pupils' ingredients at the start of the day, distributing them at the end of the day when required, and supporting the Food Technology Teacher with the preparation, cleaning and

maintenance of the food technology teaching environment. This aspect of the role is operational in nature and does not involve teaching or supervising pupils.

As a member of the wider school community, the Science Technician is expected to demonstrate professionalism at all times, work collaboratively with colleagues across departments, and contribute positively to the school's ethos, ensuring a safe, organised and stimulating environment in which every pupil can thrive.

What you Will be Doing

General Responsibilities

- Manage, as required by the Science teachers and the Head of Science, the storage and maintenance of science equipment and resources in the science prep room and laboratories.
- Provide effective preparation of materials for lessons through regular liaison with teaching staff.
- Assist pupils in practical lessons and carry out demonstrations as necessary and as directed.
- Prepare equipment and materials for science lessons to ensure sufficient apparatus and accessibility for all pupils.
- Trial experiments prior to classes as requested by staff.
- Ensure correct storage and disposal of all chemicals and waste materials, including broken glass and biological material.
- Ensure equipment is kept in a clean and safe condition.
- Routinely maintain, clean, and test equipment.
- Clear and tidy workplaces and preparation areas after lessons and at the end of the day.
- Photocopy for teaching staff as requested and as time allows.
- Assist with displays within the laboratories.
- Support the work of extra-curricular science clubs.
- Take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils and teachers on practical aspects of the curriculum.
- Set up and monitor systems used in the management and control of practical resources including:
 - Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining records.
 - Monitoring, controlling, and keeping financial records of departmental expenditure in accordance with school policy.
 - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

Standards and Quality Assurance

- Support the stated aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties reasonably assigned by the Headteacher, including supporting supervision of pupils and groups on excursions and visits, and helping at school events such as science-based stay and play sessions and demonstrations.
- Be proactive in supporting individual teachers in safeguarding and health and safety matters.
- Other Duties and Responsibilities
- Undertake induction training and participate in staff review/appraisal processes and professional development opportunities.
- Contribute to a supportive working environment, comply with the Data Protection Act, and maintain confidentiality regarding proprietors, staff, parents, learners and the public.
- Adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and the Health and Safety at Work Act.
- Attend staff meetings and other activities held outside normal school hours where appropriate, but not beyond the total working week.
- Understand school policies relevant to the role and how they relate to local and national frameworks.

Health and Safety

- Ensure that practice is consistent with the school's Health and Safety Policy and any subject-specific guidelines.
- Maintain an up-to-date CLEAPSS folder.
- Carry out risk assessments for science technician roles as required.

Food Technology Support**Main Tasks**

- Provide practical and administrative support to the Food Technology department to ensure the smooth and efficient delivery of lessons.
- Maintain a safe, clean and organised Food Technology preparation and teaching environment in accordance with health and safety and food hygiene regulations.

- Support the Food Technology Teacher by preparing resources and ensuring equipment and ingredients are available when required.
- Assist with the organisation, storage and maintenance of Food Technology equipment, utensils and consumables.
- Promote high standards of cleanliness, organisation and compliance within the Food Technology area.

Job Activities

- Receive and safely store pupils' ingredients and food items at the start of the school day.
- Organise and distribute pupils' ingredients and completed food products at the end of the day when the Food Technology Teacher is unavailable.
- Prepare ingredients, equipment and teaching resources for practical food lessons as directed by the Food Technology Teacher.
- Wash, clean and sanitise work surfaces, utensils, appliances and equipment following practical lessons.
- Maintain stock levels of food ingredients, cleaning materials and consumables, notifying the Food Technology Teacher when replenishment is required.
- Ensure food is stored, labelled and disposed of appropriately in accordance with food hygiene regulations.
- Maintain an organised preparation area, ensuring cupboards, refrigerators, freezers and storage areas are clean and well managed.
- Carry out routine safety checks on Food Technology equipment and report any faults, breakages or maintenance requirements promptly.
- Follow all school health and safety, food hygiene and COSHH procedures relevant to the role.
- Undertake any other duties within the Food Technology department that are appropriate to the nature and grading of the post, as reasonably requested by the Food Technology Teacher or senior leaders.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What You Will Bring**Qualifications**

- At least 5 A*–C GCSEs including Maths, English and Science or equivalent.
- A-Levels
- NVQ2 in Laboratory and Associated Technical Activities (LATA), or NVQ2 for Laboratory Technicians in Education, or Level 2 Certificate in Laboratory Technical Skills, or equivalent (desirable).

Skills

- Ability to carry out risk assessments related to laboratory work.
- Ability to prepare equipment and materials as requested by teaching staff.
- Ability to work in an organised and methodical manner.
- Ability to identify priorities and manage workload within agreed parameters.
- Ability to maintain accurate work records and inventories.
- Ability to work effectively as part of a team and respond flexibly to staff requirements.
- Ability to carry out PAT testing and ongoing equipment maintenance.

Experience

- Meeting deadlines and working in a fast-paced team environment.
- Experience in a similar technician role.
- Experience working effectively in an education environment.

Other

- Commitment to high standards, best value and continuous improvement.
- A “can-do” approach and positive attitude to innovation and change.
- Attention to detail.
- Ability to work both independently and as part of a team.
- Enthusiasm.
- Initiative and self-motivation.
- Flexibility, creativity and ability to think laterally.
- Ability to be reflective and self-critical.
- First aid training and experience.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Meoncross School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**