

## JOB DESCRIPTION

<b>Job Title</b>
Trainee Science Technician
<b>Salary Range</b>
Grade B (2)
<b>Line Management Responsibilities</b>
None
<b>Line Manager</b>
Department Lead
<b>Base Location</b>
School
<b>Purpose of Role</b>
To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for students
<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>● Support the preparation of specific resources / materials / equipment for lessons, as directed. lifting and moving equipment</li> <li>● Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse</li> <li>● Under the direction of the Senior Technician, clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order</li> <li>● Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager</li> <li>● Remain up to date with most recent health and safety guidance</li> <li>● Undertake basic record keeping as directed</li> <li>● Under the direction of the Senior Technician, ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards</li> <li>● Under the direction of the Senior Technician, assist in delivering practical learning</li> </ul>

activities for students

- Provide clerical and administrative support as directed
- Assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard
- Assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- Under the direction of the Senior Technician, ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities
- Help to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance

#### **Knowledge and Experience**

- GCSE Grade C/4 or above in Maths and English
- GCSE Grade 5 or above in Science
- Willingness to undertake specific training in the role of Science Technician
- Willingness to undertake training on COSHH and CLEAPS guidelines including the safe storage and disposal of chemicals and other hazardous materials

#### **Personal Qualities**

- Can communicate with students and adults to provide technical information and provide support for students' learning.
- Is able to regularly lift and move objects up to 15kg in line with Health and Safety practices, push and pull resources, materials and equipment which may be awkward or heavy
- Requires sensory attention for preparation of equipment, working with groups in an environment where work may be interrupted.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

#### **Expected Outcomes**

- Assembly, disassembly and cleaning of equipment
- Activities are undertaken under the general direction of other staff following the required procedure.
- With support, prepare materials and equipment for students and assist in delivering practical activities.
- With support, implement specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances.
- Work in an environment which is regularly exposed to dirt, fumes, chemicals,

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liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.

- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

### **Data Protection**

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.