



Harlesden Road, Willesden, London, NW10 3RN

SCIENCE TECHNICIAN

Salary – Scale 4 Point 7 -£24,294 pa pro rata – Scale 4 point 11 - £25,979 pa pro rata (based on experience)plus London Weighting - £2175 pa pro rata

Start date: September 2024

Hours and Weeks	36 hours and 41 weeks.
Responsible To:	Head of Science

INTRODUCTION

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI March 2024), a Gold UNICEF Rights Respecting School and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

1. Purpose

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

2. Main Duties and Responsibilities

1. Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations.
2. To prepare solutions and materials
3. To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
4. To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
5. Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
6. To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
7. Monitor and manage stock cataloguing resources and undertaking audits as required
8. Purchase of consumables from local shops as required.
9. To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock.
10. Stocktaking as required.
11. The cleaning, maintenance of equipment, the neutralisation, and cleaning up of spillages, including the cleaning of glassware and other equipment.
12. Filing of paper resources on return to preparation room and duplication of resources as required.
13. To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and storerooms.

3. Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialing practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To 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
- To 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.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.

- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
 - Risk Management

4. Support for the School

- To assist with practical examinations as may be required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff

5. Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- The production of an annual audit of the Science equipment

6. General

- Take responsibility for own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.
- To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations
- Manage the effective implementation of projects and Science initiatives.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of School.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

7. Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects and live animals
- Ability to access the whole site to review/check science equipment
- Some work involving visual display units
- Evening work will be required from time to time to support events for which flexibility in working hours is essential

Application process:

- Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.
- Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.
- Appointment is subject to a clear, enhanced DBS check.
- Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.
- Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date: Friday 05th July 2024 ,Midday

Interview: Thursday 11th July 2024

**PERSON
SPECIFICATION**

Science Technician

Qualifications	<ul style="list-style-type: none"> • GCSE 5 A* - C or equivalent, including science • Knowledge of COSHH and CLEAPS guidelines • Experience in relevant discipline or related qualification • Willingness to work flexibly when required. • Hold a recognised qualification at NVQ level 3 or equivalent experience.
Experience	<ul style="list-style-type: none"> • Experience of working in a laboratory environment • Experience of working with young people
Knowledge	<ul style="list-style-type: none"> • Knowledge of volumetric and quantitative technique • Understanding health, safety and welfare regulations and best practice • Knowledge of particular subject/technical area • Knowledge of relevant policies/codes of practice/legislation • Ability and enthusiasm to work jointly with colleagues • Full working knowledge of relevant polices/codes of practice/legislation
Skills	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills. • Excellent keyboard and data entry skills. • Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff • Ability to prioritise effectively • Ability to relate well to people on all levels • Work constructively as part of a team, understanding School roles and responsibilities and your own position within these • Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these • Ability to relate well to children and adults • Ability to interpret advice/statute and to devise policy/practice in the light of these • Good organisation and personal management skills
Personal Attributes	<ul style="list-style-type: none"> • Commitment to the safeguarding of children and young people • To be organised and efficient • Ability to inspire students • Reliable and punctual • Have a polite, friendly and flexible approach to work • To have a good sense of humour • To follow instructions • To keep calm and professional at all times • Interpersonal - common courtesy, tact and confidentiality • Working in close proximity to and inspiring and motivating others

