



## NEWPORT GIRLS' HIGH SCHOOL

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| <b>Post Title:</b>      | Science Technician Apprentice                                                                                                                                                                                                          |
| <b>Reporting to:</b>    | Senior Science Technician                                                                                                                                                                                                              |
| <b>Responsible for:</b> | To support the effective delivery of practical science lessons by preparing materials, maintaining equipment and ensuring a safe, organised laboratory environment, whilst undertaking a Level 3 Laboratory Technician apprenticeship. |
| <b>Contract:</b>        | 18-month Apprenticeship / Term time                                                                                                                                                                                                    |
| <b>Hours:</b>           | 37 hours per week (Monday to Friday)<br>Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm<br>½ hour lunch break                                                                                                                |

### RESPONSIBILITIES AND ACCOUNTABILITIES:

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Preparation of Materials and Equipment</b>  | <ul style="list-style-type: none"> <li>• Prepare, set up and clear away apparatus, chemicals and materials for practical science lessons</li> <li>• Check equipment before and after use, ensuring it is safe and fit for purpose</li> <li>• Prepare solutions and assemble specialist equipment for demonstrations and experiments</li> <li>• Return all equipment and materials to appropriate storage following use</li> </ul> |
| <b>Laboratory Maintenance and Organisation</b> | <ul style="list-style-type: none"> <li>• Maintain laboratories and preparation areas in a clean, safe and orderly condition</li> <li>• Carry out routine cleaning of equipment, glassware, sinks and work surfaces</li> <li>• Ensure safe storage of chemicals, equipment and resources in line with regulations</li> <li>• Report faults or breakages and assist with basic repairs where appropriate</li> </ul>                 |
| <b>Stock Control</b>                           | <ul style="list-style-type: none"> <li>• Monitor stock levels of chemicals, equipment and consumables</li> <li>• Assist with ordering, checking and storing deliveries</li> <li>• Maintain accurate records of stock, including inventories and usage</li> </ul>                                                                                                                                                                  |
| <b>Health and Safety</b>                       | <ul style="list-style-type: none"> <li>• Work in accordance with health and safety policies, including COSHH and CLEAPSS guidance</li> <li>• Ensure safe handling, storage and disposal of chemicals and materials</li> <li>• Highlight any safety concerns to the Senior Science Technician or teaching staff</li> <li>• Support safe working practices within practical lessons</li> </ul>                                      |
| <b>Support for Teaching and Learning</b>       | <ul style="list-style-type: none"> <li>• Provide practical support to teaching staff, including assisting with demonstrations where appropriate</li> <li>• Support students during practical work when required, under supervision</li> <li>• Contribute to the smooth running of practical science provision across the department</li> </ul>                                                                                    |
| <b>Training and Development</b>                | <ul style="list-style-type: none"> <li>• Undertake the Level 3 Laboratory Technician apprenticeship, delivered by CSR</li> <li>• Participate in training, review meetings and professional development activities</li> <li>• Apply learning from the apprenticeship to develop skills within the role</li> </ul>                                                                                                                  |

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| <b>Other:</b> | <ul style="list-style-type: none"><li>• Assist with the preparation for open events and school activities where required</li><li>• Undertake other reasonable duties that are commensurate with the post or school operations as and when required.</li></ul> |
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In addition, you are required to:

- be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- have a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
- ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- be aware of and support difference and promote equal opportunities for all;
- contribute to the overall ethos/work/aims of the school;
- appreciate and support the role of other professionals;
- attend and participate in relevant meetings as required;
- participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



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### Person Specification: Science Technician Apprentice

| Criteria                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                    |
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| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>GCSEs in English, Maths and Science (Grade 4/C or above)</li> </ul>                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>5 GCSEs at Grade 4 or above</li> <li>Interest in studying science beyond GCSE</li> </ul>                                              |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Interest in science and practical work</li> </ul>                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Experience working in a school, lab or practical environment</li> </ul>                                                               |
| <b>Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>Good organisational skills and attention to detail</li> <li>Ability to follow instructions accurately</li> <li>Basic IT skills (e.g. Microsoft Office)</li> <li>Good communication skills</li> </ul>                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Understanding of laboratory procedures and safety</li> <li>Awareness of health and safety requirements in a school setting</li> </ul> |
| <b>Personal Attributes</b>    | <ul style="list-style-type: none"> <li>Reliable, punctual and well organised</li> <li>Willingness to learn and develop new skills</li> <li>Able to work as part of a team and independently</li> <li>Positive and professional approach to work</li> <li>Commitment to safeguarding and equality</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>Interest in working in education or a scientific career</li> <li>Initiative and problem-solving approach</li> </ul>                   |
| <b>Eligibility</b>            | <ul style="list-style-type: none"> <li>Be resident in England and have the right to work in the UK</li> <li>Be aged 16 or over</li> <li>Not in full time education or already undertaking other DfE funded training that would be covered by the apprenticeship</li> <li>Not already hold a qualification at the same level or above in the subject area of the apprenticeship qualification you will be undertaking</li> </ul> |                                                                                                                                                                              |