

## **Job Description**

### **Science Technician / Lead First Aid Administrator**

**Pay Point Scale 4 £22,995 - £24,258 (pro rata)**

Reporting to: Head of Science and SLT

Working Hours: 36 hours per week, 39 weeks

### **Summary**

This is a split position role with defined responsibilities as a Science Technician and Lead First Aid Administrator. The working time will consist of a combination of both responsibilities.

As Lead First Aider the role holder will be acting as first point of call First Aider and providing general first and administrative support.

As Science Technician the role holder will be supporting the Academy with administration and record keeping, and meeting the practical requirements of the resources required for the science department to maintain the curriculum.

### **Key Responsibilities**

To include, but not be limited to: -

#### **Lead First Aid Administrator**

- Organising and coordinating the Medical Room First Aid cover for available First Aid trained support staff to ensure there is always a satisfactory level of First Aid cover.
- Booking and coordinating staff medical training courses e.g. first aid at work, anaphylaxis & diabetes awareness.
- First Aid treatments and medical emergencies on First Aid Duty Days
- Using the schools bespoke first aid management system to record treatments, follow up actions and updating student medical records.
- Ordering first aid consumables, monitoring stock levels and reordering stock when necessary.
- Managing/monitoring/recording student medication, escalating any concerns/queries to the Group Facilities Manager as and when necessary
- Organising & coordinating school vaccinations for both students and staff.
- Assisting with medical related risk assessments.
- Running medical reports including; student: allergy, inhaler, EpiPen and short-term conditions lists.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in training, to include necessary First Aid Training, and other learning activities and performance development as required.
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal shall from time to time reasonably require

### **Science Technician**

- Maintaining the resources for the department, to include preparation of standard solutions, the proper storage of chemicals and equipment and the disposing of unwanted / obsolete items appropriately
- Maintaining stock records of consumables, equipment and textbooks for the department
- Liaising with Teachers concerning the issue of books to pupils, stamp and number new textbooks and repair damaged books
- Ensuring all laboratories are supplied with standard equipment (glassware, Bunsen's etc.) and stationery and maintain laboratory stock to a good condition
- Regularly check that sinks are clean and unblocked; electric sockets, water and gas taps are operating correctly; safety spectacles are not scratched
- Keep up to date with Health and Safety information, logging details of accidents and other incidents and deal with any Health and Safety defects immediately, reporting details to the Principal
- Filing all relevant paperwork to include worksheets in support of practices
- To assist students as required i.e. meeting stationary or equipment requests
- Assist in practical lessons when requested

### **General**

- The role holder may be required to perform any other reasonable tasks as requested by their Line Manager or members of the senior leadership team
- The duties and responsibilities of the position may be amended at any time in accordance with the needs of the Academy

## **Person Specification – Science Technician – Lead First Aid Administrator**

### **Knowledge and Experience**

- Relevant Science Technician experience in an Educational environment
- Experience working across all science branches, Biology, Chemistry and Physics

### **Desirable**

- Current recognised First Aider Certificate, but full training can be provided
- Relevant HSE knowledge, but full training can be given

### **Skills and abilities**

- Capable carrying out practical science skills, working with laboratory equipment, chemical substances and solutions
- Organised, methodical and able to prioritise workload effectively
- Practically minded and able to cope with physical and mental demands of the role
- Good verbal communication skills
- Accurate and maintains a high attention to detail
- Maintains a flexible approach to work and can remain calm under pressure.
- Excellent internal and external customer service skills.

**All Academy staff are required to support and encourage the Academy's ethos and its objectives, and will be subject to the Academies policies and procedures.**