

Job Description

The BOA Group is a Multi-Academy Trust of specialist academies located in Birmingham city centre, in the hub of the creative and digital industries. Though based in Birmingham, the academies recruit from across the wider Midlands region.

The BOA Group is a distinctive Multi-Academy Trust, which has grown from our first school, Birmingham Ormiston Academy (BOA). We now have 3 purpose-built academies as well as a fully operational Edwardian theatre (The Old Rep, Birmingham) within the portfolio.

BOA Digital Technologies a brand new 11-18 Free School that welcomed its first cohort of Year 7 students in September 2022. The next cohort of year 7s started in September 2024 and it is our plan to grow year on year. Our vision is to offer a truly unique and distinctive education and provide a new model of teaching underpinned by digital skills and learning. Located in the heart of Birmingham's growing technology and digital hub, close to industrial and academic partners, and with first-class facilities, BOA Digital is looking to meet the UK's growing need for a high-class digital workforce.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Job role	Science technician
Location/Site	BOA Digital Technologies
Salary / scale point	£23,114 - £24,702 FTE
Reporting to	Head of Science
Direct reports	None
Hours (F/T, P/T, TT, F/Y etc.)	Full time
Annual leave Allowance	Term Time plus 10 days
Job Summary	
<ul style="list-style-type: none"> To provide technical support for the delivery of the science curriculum and whole school and departmental initiatives, through the preparation and maintenance of teaching areas and equipment for pupils. To assist in providing a safe working environment for pupils/students and other colleagues. 	
Key Tasks / Support	
<ul style="list-style-type: none"> Preparation and delivery of materials and equipment required for demonstration and practical work/lessons. This could involve the routine care of resources. Undertake routine maintenance, statutory testing, safety checks, cleaning and repair of laboratory equipment and tools to required standards, carrying out basic repairs and report faults. Assist in maintaining an accurate inventory of all chemicals, apparatus and equipment. Retrieve, clear and clean materials and equipment used by teaching staff and pupils from work areas. Ensuring materials and equipment are stored appropriately. Maintain laboratories and preparation rooms in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment and materials. 	
Technical Support	
<ul style="list-style-type: none"> Deliver equipment and resources to laboratories according to requisitions, including the setup of materials and equipment for use in lessons. To manage the requisition system for practical lessons. Under a teacher's direction, assist with practical classroom activities e.g. demonstrations to pupils/students. Support the teaching staff with preparing for lessons, including trial experiments before they are demonstrated in the classroom or assisting with the production of worksheets for agreed activities. 	

<ul style="list-style-type: none"> Under the guidance of the teacher, support individuals or groups of pupils during practical aspects of the science curriculum. 			
Health & Safety / Safeguarding			
<ul style="list-style-type: none"> Ensure the safe storage and/or disposal of equipment, materials, chemicals, perishable foodstuffs, and liquids, and other inflammable and waste materials in accordance with school procedures and legal requirements/regulations. 			
<ul style="list-style-type: none"> Promote and ensure the health and safety of pupils, students and colleagues. 			
<ul style="list-style-type: none"> Contribute to the production of risk assessments. 			
<ul style="list-style-type: none"> Provide initial first aid support to pupils. 			
Administration			
<ul style="list-style-type: none"> Maintain all relevant information and recording systems, including cataloguing, filing, inventories and legal records, e.g. relating to Health and Safety or equipment/ appliance testing. 			
<ul style="list-style-type: none"> Ensure the availability of suitable materials and equipment and order goods and services in line with school financial procedures and principles of best value. Record, monitor and control associated budget expenditures with the Head of Department. 			
<ul style="list-style-type: none"> Receive and check deliveries and associated invoices informing the appropriate person if there are discrepancies. 			
<ul style="list-style-type: none"> Undertake related administrative tasks such as photocopying or assisting with display work. 			
Experience / Skills Required	Essential	Desirable	Measured (I, AF)
<ul style="list-style-type: none"> Experience of working as a science technician 		✓	
<ul style="list-style-type: none"> Proactively promote and comply with safeguarding / child protection in all areas of responsibility. 	✓		
<ul style="list-style-type: none"> Manage workload proactively to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues. 	✓		
<ul style="list-style-type: none"> Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises. 	✓		
<ul style="list-style-type: none"> Undertake training as may be required to fulfil the duties of the post. 	✓		
<ul style="list-style-type: none"> Implement and uphold all policies, procedures and codes of practice of the Academy. 	✓		
<ul style="list-style-type: none"> Understand the importance of inclusion, equality and diversity and promote equal opportunities for all. 	✓		
<ul style="list-style-type: none"> Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required. 	✓		
<ul style="list-style-type: none"> Undertake any other additional duties commensurate with the grade of the post. 	✓		
<ul style="list-style-type: none"> First aid at work certificate or willingness to undertake a First Aid qualification 		✓	
Educational			
<ul style="list-style-type: none"> Good literacy and numeracy skills 	✓		
<ul style="list-style-type: none"> 5 GCSE's grades A-C including Science, Maths and English (or equivalent) 	✓		

• Level 3 qualifications in a Science subject		✓	
• Degree (or equivalent qualification)		✓	
Person Spec			
• Organised, focussed and reliable.			
• Remains calm under pressure, resilient, confident and tenacious.			
• Sense of humour, resilience and generosity of spirit.			
• Flexible and willing to work outside of core working hours to fulfil the requirements of the role.			
• Reliable with an attention to detail and a commitment to quality.			
• Acts with integrity and professionalism.			
• Friendly and personable manner with excellent inter-personal skills; a natural ability to build strong relationships and communicate at all levels.			
• Energetic commitment to raising the aspirations of the whole school community.			
• The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement.			
• Positive and solution-focussed attitude.			
• Thrives in a busy, vibrant environment.			
Other Conditions			
▪ All staff must hold a current Enhanced Disclosure Barring Service check.			
They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust's vision and values are upheld and promoted.			