

BATLEY GIRLS' HIGH SCHOOL
VISUAL ARTS COLLEGE

Job Title: Science Technician	**Grade: 5**
Department: Science	**Accountable to: Senior Science Technician**
Contractual Terms: Permanent	**Responsible for: N/A**

Overall Purpose of the Job:

Under the supervision of a Senior Technician, to provide assistance and information as required in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved.

Key Duties and Responsibilities:

1. **Laboratory Servicing**
   - To assist with general maintenance of the laboratories ensuring that all surfaces and equipment are clean and safe to use.
   - To carry out the correct use of equipment and report any faults.
   - To prepare materials, stock, standard solutions required for practical work in all laboratories.
   - To report any incidents and accidents to the Senior Technician.
   - To deliver equipment and resources to laboratories or classrooms as requested.
   - To be a responsible key holder and maintain security at all times.
   - To be responsible for the collection, cleaning, checking, and returning of resources to the prep rooms.
   - To assist in the maintenance of apparatus and laboratory equipment to ensure good working order, and carry out basic repairs.
   - To assist in the carrying out of routine safety checks on laboratory equipment.
   - To assist in operating an efficient system for stocking, storing and distributing items used in the science department including any associated record keeping.
   - To assist in operating all relevant information and recording systems including cataloguing, filing, inventories, and legal records as they relate to health and safety and equipment / appliance testing.

2. **Construction and Repair**
   - In consultation with the Senior Technician to test new equipment and devise the practical work.
   - To construct and / or modify laboratory apparatus for use and display.

3. **Health and safety**
   - To assist in the safe storage and / or disposal of storage equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals / materials used in the laboratory).
   - To keep up to date with health and safety requirements and with developments in practical science (attending courses and reading publications).
   - To assist in delivery of health and safety information to other technical staff, teachers and students.

4. **Administration**
   - To assist in checking deliveries and associated invoices
   - To obtain materials by local purchase.

Additional duties:

- To familiarise with and follow both school and the Science department's policies and procedures.
- To carry out any other necessary duties agreed with the Senior Technician.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.
- A good knowledge of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students and act in a supportive way that helps others and enables them to be open about any issues affecting them.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:
E = Essential criteria to be able to undertake the job **D = Not essential to undertake the role but would be beneficial**
A = Application Form **I = Interview/Assessment process**

Criteria		Essential/ Desirable	How Assessed
Qualifications:	The role requires a minimum of 5 GCSEs Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	A
	HND/HNC or equivalent in Science-related subjects.	D	A
Experience:	Relevant experience of laboratory work as part of an education setting or a commercial organisation.	D	A
	Experience of working with COSHH Regulations.	D	A
	Experience of working with CLEAPSS Systems.	D	A
Knowledge and Statutory Requirements:	Knowledge and interest in Secondary Education.	E	A/I
Planning, Organisation and Mental Challenge:	Ability to be able to use your own judgement to identify solutions to simple problems.	E	A/I

Interpersonal & Communication:	The post holder requires good communication and interpersonal skills to relate to people at all staff and students.	E	A/I
Physical Skills and Demands:	Ability to maintain and prepare materials and equipment for science lessons.	E	A/I
Initiative & Independence:	The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.	E	A/I
Philosophy and Commitment:	A 'can-do' approach and positive attitude to innovation and change.	E	A/I
Personal Qualities:	Ability to contribute to effective team working. Effective time management. Excellent organisational skills.	E E E	A/I A/I A/I

Working Conditions:

The post holder will work in an allocated section within the school, working on their feet for the majority of the day. The role has minimal exposure to people or environmental related problems.

Main Contacts:

The post holder must always project a professional image when dealing directly with colleagues, governors, parents/carers and external bodies.

Characteristics of the post:

The employment checks required of this post are:

- ➢ Evidence of entitlement to work in the UK
- ➢ Evidence of essential qualifications
- ➢ Two satisfactory references
- ➢ Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- ➢ Confirmation of medical fitness for employment as required
- ➢ Registration with appropriate bodies (where applicable)

Date Completed: March 2022

Signature of Post holder: …… **Date:** ……..

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.