Science Technician

Post title: Science Technician

Salary and grade: G4 Points 9- 12

Main purpose of the job

- ➢ To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.
- ➢ To undertake duties in support of the work of the teaching staff in the science department.
- ➢ Be responsible and accountable for achieving the highest possible standards in work and conduct.
- ➢ In the spirit of the ethos of the Avanti Schools Trust, treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- ➢ Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and responsibilities

- ➢ The preparation of materials and equipment for science lessons.
- ➢ Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- ➢ General duties in support of the teachers in the Science Department.
- ➢ The precise duties would be determined by the Principal consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

Preparation of science materials and equipment. For example:

- ➢ Dispose of waste materials
- ➢ Collect apparatus and chemicals from storage;
- ➢ Prepare necessary solutions;
- ➢ Checking individual components in and out for class use;
- ➢ Arrange for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- ➢ Prepare experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- ➢ Preparation of chemicals and solutions;
- ➢ Liaise with staff over use of equipment and stock;
- ➢ Advise staff of any problems, including safety aspects;
- ➢ Assist with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;

- ➢ Return apparatus, etc. and chemicals to storage as soon as practicable;
- ➢ Repair damages or arranging for this to be done;
- ➢ Construct apparatus and equipment;
- ➢ Purchase of sundries from local supermarket.

Routing maintenance of science laboratories and preparation rooms, their equipment and services:

- ➢ Maintain laboratory clean and tidy in conjunction with the teacher in charge of the room;
- ➢ Clean the sinks, chemicals on bench tops, spillages of chemicals on floor;
- ➢ Store materials tidily;
- ➢ Keep equipment clean;
- ➢ Look after animals, insects and plants kept by the department;
- ➢ Clean goggles;
- ➢ Clean safety screens, fume cupboards and other items;
- ➢ Carry out safety checks on equipment, e.g. Bunsen tubing, fume cupboards, etc.

Maintaining stock of science chemicals and equipment. For example:

- ➢ Take stock of chemicals, consumables, stationery, books and breakable items;
- ➢ Advise Head of Science on stock replacement needs;

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

Person specification

- ➢ Educated to GCSE – including in English, mathematics and science;
- ➢ Desirable: Level 3 or higher qualification in science and/or laboratory technical work;
- ➢ An ability to communicate effectively, both orally and in writing;
- ➢ An ability to work creatively as an individual and as part of a team;
- ➢ Experience and Excellent track record in the field of health and safety in a support role;
- ➢ Desirable: Up to date training in health and safety and an excellent track record in the field of health and safety – in particular relating to laboratory work;

- ➢ Attention to detail/ability to enter data accurately;
- ➢ Be able to communicate effectively both orally and in writing;
- ➢ Confident and competent in using computers;
- ➢ Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met;
- ➢ A "team player";
- ➢ Ability to work unaided;
- ➢ Willing to undergo continual professional training;
- ➢ Discrete and experience of handling confidential data;
- ➢ Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment;
- ➢ Resourceful, positive, and enthusiastic with a good sense of humour;
- ➢ Desirable: Knowledge of MIS Systems