



Post Title	Science Technician
School / Organisation	Avanti House Secondary School
Location	Harrow
Grade	Grade 5, £24,074 - £26,472 per annum <i>Actual Salary £10,131 - £11,140 (0.42084 FTE)</i>
Hours	Part-time (19.5 hours per week)
Contract Type	Permanent
	Term Time only
Reports to	Principal
Preferred Start Date	1 st September 2022

MAIN PURPOSES OF THE JOB

- 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.
- 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;

RESPONSIBILITIES OF THE JOB

- 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;



RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		Essential	Desirable
1.	Educated to GCSE – including in English, mathematics and science	X	
2.	An ability to communicate effectively, both orally and in writing	X	
3.	An ability to work creatively as an individual and as part of a team	X	
4.	Experience and Excellent track record in the field of health and safety in a support role	X	
5.	Attention to detail/ability to enter data accurately	X	
6.	Be able to communicate effectively both orally and in writing	X	
7.	Confident and competent in using computers	X	
8.	Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met	X	
9.	A “team player”	X	
10.	Ability to work unaided	X	
11.	Willing to undergo continual professional training	X	
12.	Discrete and experience of handling confidential data	X	
13.	Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment	X	
14.	Resourceful, positive, and enthusiastic	X	
15.	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		X
16.	Level 3 or higher qualification in science and/or laboratory technical work		X
17.	Knowledge of MIS Systems		X

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>