

## Job Description

**Job Title:** Science Technician

**Grade/Salary Scale:** Grade 4, scale points 4 -6

**Working pattern:** 36 hours per week, 39 weeks per year (term time + inset days)

**Team:** Science Faculty

---

**Reports to:** Head of Science Faculty

---

### Job Purpose

Working as part of a team, you will assist the Science Faculty in providing practical support for the preparation and delivery of lesson resources; maintenance, monitoring and servicing of equipment; and assist teaching staff with practical aspects of their work as instructed by the Head of Science and Senior Science Technician.

### Critical Responsibilities

#### Practical Experiments:

- Preparation and assembly of apparatus
- Construction and modification of innovative apparatus using specialist knowledge
- Preparation of chemical reagents and microbiological materials
- Preparation of standard chemical solutions and modifying them as necessary
- Co-ordinating the practical requirements of all science staff to ensure availability of equipment
- Preparation of lesson resources and punctual delivery to the laboratories
- Carrying out demonstrations in practical classes
- Collecting, checking and returning equipment to stores
- Liaising with teaching staff to determine feasibility of experiments due to budgetary or practical constraints

#### Obtaining, storage and disposal of scientific materials:

- Assisting the Senior Technician in the preparation of orders for equipment /materials, including contacting suppliers for information and advice
- Monitoring stock levels and keeping accurate and up to date inventory records
- Organising the storage of chemicals in accordance with health and safety guidelines
- Creating and maintaining an inventory of chemicals for fire safety purposes and of equipment
- Checking the condition of chemicals for reactivity and safety purposes
- Purifying chemicals for re-use or relevant disposal
- Disposal of waste materials in accordance with statutory guidelines

**Health and Safety:**

- Carrying out risk assessments for technician activities
- Giving risk assessment advice to Graduate Trainee Programme and Newly Qualified Teachers
- Giving health and safety advice to technical staff, teachers and students
- Keeping up-to-date with health and safety requirements
- Supporting the school as a trained First Aider

**Cleaning and Maintenance:**

- Cleaning of bench surfaces and equipment using chemical methods where necessary
- Preventative maintenance of electrical and mechanical equipment
- Ensuring the prep rooms are kept organised and systems are well structured

**Provision of technical advice:**

- Giving technical advice to teachers, in particular trainee Teachers and Newly Qualified Teachers
- Giving technical advice to students, especially GCSE advice for required practicals
- Keeping up-to-date with developments in practical science and liaising with science technicians nationwide to exchange ideas and best practice
- Show willingness to research and attend training to further develop professional skills

**Supervision of students:**

- Ensuring laboratories are supervised at all times until a member of teaching staff arrives
- Accompanying science staff on out-of-school activities and taking a degree of responsibility for groups of students

**General Responsibilities**

- Promoting the School's core values
- Actively participate in the school's Professional Growth programme for all staff, as specified by the Headteacher
- Attend meetings as reasonably directed
- Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher

## Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Science pass at GCSE / O Level or equivalent</li> <li>English and Mathematics pass at GCSE/O Level or equivalent</li> <li>Other training/qualifications relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>A Level / HNC / degree in area relevant to role</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Knowledge of safety standards in relation to CLEAPSS regulations</li> <li>Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a laboratory environment</li> <li>Experience of working in a school</li> <li>Awareness of the school Science curriculum</li> <li>Working knowledge of relevant policies, codes of practice and awareness of relevant legislation</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations</li> <li>Ability to develop genuine, empathetic relationships with young people</li> <li>Methodical and precise with an aptitude to resolve technical issues</li> <li>High level of ICT and organisational skills</li> <li>Solution focused disposition and a positive attitude, particularly to challenge and change</li> <li>Ability to work as a team player and supportive of team working</li> <li>Ability and willingness to develop own understanding and capability through advice and training</li> <li>Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to work in line with the vision of the School and Trust</li> <li>Ability to use initiative and motivate others</li> <li>Evidence of personal commitment to continuous improvement and raising standards</li> <li>Commitment to safeguarding and the promotion of the physical and emotional health and well-being of young people</li> <li>Flexibility and adaptability</li> <li>Ability to demonstrate effective time management</li> <li>High personal standards in terms of attendance, punctuality and meeting deadlines</li> <li>Energy, resilience, vision and enthusiasm and the ability to perform well under pressure</li> <li>Commitment to inclusive education</li> </ul>	