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| **CBSC logo** | **Carshalton Boys Sports College**Winchcombe Road Carshalton  Surrey  SM5 1RW |

### Job Description

Job Title: Science Technician

Pay Scale: APT&C Scale 4, Points 7-10 £25,212 - £26,374 (Actual)

Hours of Work: 36 hours per week, Monday to Friday, Term Time + 3 weeks

There is flexibility in regard to the hours and contract for the right candidate

Contract: Permanent

Job Purpose

Under the direction of the Technician Manager to provide assistance to technical staff and teachers through a broad range of assigned duties.

###### Key Duties

* To primarily assist in the support of teaching staff in the process of their day as directed by the Head of Departments via the Science Technician Manager.
* To prepare materials, stock and standard solutions, noxious gases, specimens and apparatus for lesson requirements. Replenish reagent bottles as necessary.
* To adhere to School and Departmental Health & Safety policies and procedures.
* To ensure that equipment and chemicals are stored in a safe and appropriate manner consistent with the Health and Safety COSHH, CLEAPPS /Hazard Card policies and as directed (collating, checking, stocktaking and returning chemicals and equipment to stores).
* Setting up and testing demonstrations/ experiments and ensuring they work satisfactorily. Provide technical support to teachers and pupils when required.
* To carry out maintenance and safety checks in accordance with instructions and agreed Codes of Practice.
* Stock control – stocktaking, checking received orders.
* To ensure laboratories are kept clean and tidy, clearing equipment and cleaning bench surfaces as necessary after lessons.
* Inspecting and arranging for repairs etc., to furnishings, equipment and services as directed by the Technician Manager.
* Safe disposal of biological and chemical residues and waste materials. Clean any apparatus/ equipment in a manner consistent with the Health and Safety COSHH, CLEAPPS /Hazard Card policies.
* Assist with maintenance and care of aquaria, plant and animals during term-time.
* Assist with exhibitions and displays for school events; Open days, festivals, school plays, fetes, etc.
* Assist with stock-taking operations as required.
* Act as a role model to pupils by setting expectations of conduct and behaviour.
* Any other duties appropriate to the grade of the post and the level of competence demonstrated by the individual post holder as may be delegated by the Technician Manager from time to time.

###### Additional Duties

You may be required to carry out additional duties, as the Principal may reasonably request from time to time.

To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.

To comply with the schools and science department Health, and Safety Policies, undertaking risk assessments as appropriate.

To work within the school’s Equality and Diversity Policy.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

Signed:

Print Name:

Date:

Person Specification for Science Technician

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| Experience and Knowledge   * Have a scientific background preferably with science A levels or equivalent qualifications or experience * Relevant laboratory experience, preferably within a school environment is desirable * A good scientific and technical background   Skills and Abilities   * Ability to adapt quickly and effectively to changing circumstances/situations. * Working knowledge of ICT. * Ability to work as part of a team or independently where required. * Strong practical and organisation skills * An ability to work with minimal supervision on administrative or technical tasks * An enquiring and analytical mind   Qualifications   * GCSE English, Maths and Science   Personal   * A strong desire to work in a scientific environment essential.   Other   * Commitment to working within the School’s Child Protection Policy * Commitment to high standards and expectations * High levels of professional integrity, energy and enthusiasm * Flexibility to undertake any role * A good sense of humour |