

## Job Description

KEY INFORMATION	
Post title:	Science Technician
Grade:	5
Responsible to:	Senior Science Technician
Responsible for:	n/a

OVERALL PURPOSE OF JOB
Working under the direction of a senior colleague or Class Teacher, to provide a support service to the science department enabling a safe and well equipped environment for practical work to support the teaching of science to all pupils.

MAIN DUTIES AND RESPONSIBILITIES	
1	Ensure classrooms are equipped and prepared for lessons including the preparation of materials, apparatus or specimens which may be required for demonstrations or practical work
2	Assist teaching staff as required in the demonstration of practical work and activities in class
3	Maintain appropriate levels of materials and resources, assisting with ensuring the availability of required materials and equipment, assessing stock requirements and placing orders as required
3	Clean apparatus/equipment used by staff and pupils, ensuring equipment and materials are safely and securely stored
4	Inspect equipment, including undertaking daily visual checks as well as required routine testing of science apparatus, and report any damage or defects to a senior colleague
5	Maintain apparatus and equipment in good working order, carrying out routine maintenance and minor repairs
6	Under direction, assist with the testing of new practical demonstrations and in devising new practical work within the science curriculum
7	Under the guidance of senior colleagues, ensure the safe treatment and disposal of used materials, including hazardous substances
8	Always act within Health and Safety procedures and regulations and take an active



	role in ensuring the department follows such procedures at all times
9	Ensure the correct use of safety equipment at all times, reporting any issues to a senior colleague
10	Undertake first aid when necessary
11	Undertake general administration duties within the department as directed

<b>GENERAL RESPONSIBILITIES</b>	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications.
2	NVQ Level 2 or equivalent/higher qualification in a relevant science based subject
3	First aid qualification (or willingness to complete)
Experience	
1	Experience of working in a science based role (e.g. lab technician)
2	<i>Experience of working with children or young people (desirable)</i>
3	<i>Experience of working in a school science department (desirable)</i>
4	<i>Experience using LabLogger or other similar software (desirable)</i>
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff and pupils
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
3	Knowledge of health and safety issues within a science based environment
Personal Attributes	
1	Ability to work well under pressure and manage competing deadlines
2	Possess a love of science and an ability to enthuse children and young people, with a commitment to extracurricular activities within the science department
3	A reflective practitioner, with the ability to self-evaluate learning needs and actively seek learning opportunities
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children.
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour.
3	Satisfactory Enhanced DBS check.