

## **JOB DESCRIPTION**

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| <b>Home School:</b> | Frome College              |
| <b>Job Title:</b>   | Science Technician         |
| <b>Salary:</b>      | MNSP Grade 3, Points 5–7   |
| <b>Reports to:</b>  | Head of Science Department |

### **Purpose**

To provide high-quality technical support to the Science Department, enabling effective teaching and learning across the science curriculum, and to maintain a safe, well-resourced, and well-organised working environment.

### **Main Responsibilities**

#### **Practical and Curriculum Support**

Provide technical support to the Science Department, including:

- Prepare, set up, and dismantle apparatus and equipment for practical lessons across all science disciplines.
- Co-ordinate the use of practical resources and facilities to meet the needs of the science curriculum.
- Provide technical advice and guidance to teachers and students during practical sessions and assist where required.
- Maintain up-to-date knowledge of CLEAPSS and COSHH guidance, advising staff accordingly.
- Assist teaching staff in lessons where necessary to support student learning, and invigilate examinations if required.

#### **Health, Safety and Compliance**

Maintain a safe working environment, including:

- Actively contribute to the risk assessment, monitoring and review of health and safety procedures and information resources.
- Ensure the safe storage, handling and disposal of chemicals and hazardous materials in accordance with COSHH regulations.
- Carry out routine and non-routine checking, cleaning, maintenance and repair of equipment to the required standard.
- Liaise with service engineers when specialist maintenance or repair is required.

#### **Resources and Finance**

- Administer the departmental budget, ensuring the availability of suitable materials and equipment.
- Compile purchase orders and liaise and negotiate with suppliers and the Finance Department.
- Source, cost and suggest economical alternatives for equipment and consumables.
- Maintain accurate, up-to-date stock records.

### **Supporting Processes**

Work within established procedures and guidelines. Remain flexible and adaptable to meet changing priorities and short-term demands. Manage frequent interruptions and ensure tasks are completed within deadlines, some of which may be short.

### **Decision Making**

Work within prescribed guidelines to provide support to the Science Department. Refer complex or non-routine issues to the Head of Science or teaching staff for guidance. Demonstrate a willingness to work flexibly to support curriculum delivery.

### **Physical Effort and Working**

The role involves some manual handling, for example moving equipment between the preparation room and laboratories. Physical effort will be required. The postholder will work regularly with chemicals and specialist equipment and must wear appropriate PPE, which will be provided.

### **Contacts and Relationships**

Regular contact with teaching staff, students, parents and external suppliers. Frome College is committed to safeguarding and promoting the welfare of its students, and all staff are expected to share this commitment and report any concerns to the designated safeguarding lead.

### **Additional Information**

The postholder is expected to wear smart, professional dress appropriate to a school and laboratory environment. A lab coat and appropriate PPE will be provided and must be worn when handling chemicals or specialist equipment.

### **Knowledge, Skills and Experience**

A good general standard of education, including five GCSEs grades 4–9 (including English and Maths), or equivalent experience in a related field. A science background is an advantage. Strong organisational skills, attention to detail, and ability to work both independently and as part of a team. Effective communication skills at all levels. Knowledge of CLEAPSS and COSHH, or willingness to undertake relevant training.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

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Job Holder:

Date:

Line Manager:

Date:

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

## **Person Specification**

### **Skills and Abilities**

**Essential:** Ability to learn new skills quickly and retain technical information. Good interpersonal skills and the ability to communicate effectively with staff and students at all levels. Ability to work on own initiative, plan a work schedule, and manage competing demands. Flexibility to meet the operational needs of the College. Ability to work effectively and professionally with young people. Calm and reliable under pressure.

**Desirable:** Ability to contribute positively to the wider school community.

### **Knowledge and Qualifications**

**Essential:** Good general standard of education, including five GCSEs grades 4–9 (including English and Maths) or equivalent. Working knowledge of health and safety principles relevant to a laboratory environment, or willingness to undertake training.

**Desirable:** Knowledge of CLEAPSS and COSHH guidance. A science background, particularly in physics or chemistry.

### **Experience**

**Essential:** Experience of working effectively as part of a team.

**Desirable:** Experience in a science or technical support role. Experience of working with young people in a school or similar environment.

### **Other Requirements**

**Essential:** Commitment to high standards and continuous improvement. Commitment to safeguarding and promoting the welfare of students.

**Desirable:** Knowledge of, or interest in, working within an educational environment.