

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Science Technician
Reports To:	Senior Technician
Main Purpose of Job:	
To provide support to the science department for all aspects of teaching and learning.	

Main Responsibilities and Duties	
<p>To co-ordinate the use of practical resources and facilities and aid and advice in meeting the practical needs of the science curriculum. This will include preparing resources and assembling apparatus for lessons and giving technical advice to teachers and students, and assisting where required in practical classes.</p> <p>To ensure a healthy and safe working environment through actively contributing to the risk assessment, monitoring and review of both health and safety procedures and information resources. You will be required to have extensive knowledge of CLEAPPS and COSHH, and be able to advise other staff accordingly.</p> <p>To administer the departmental budget, ensuring the availability of suitable materials and equipment, compiling purchase orders and liaising and negotiating with suppliers and the finance department. This will include sourcing, costing and suggesting economic alternatives and keeping up to date stock records.</p> <p>Ensure the routine and non-routine checking, cleaning, maintenance and repair of equipment are carried out to the required standard. Liaising with service engineers when required.</p> <p>To assist the teaching staff in lessons where necessary to support students and to invigilate exams if required</p> <p>Break / Lunchtime duties on a rota basis.</p> <p>Any Other Duties as directed by the Senior Technician, Head of Faculty or Senior Leadership Team.</p>	
Facts and Figures:	
<p>To work as part of the Technician team, working within the science department.</p> <p>The Technician team includes 3 Science Technicians, 1 Art and 2 Design Technology Technicians.</p> <p>The College has 13 Science labs/classrooms.</p>	

160 Staff, 1200 students on roll approximately.

SUPPORTING PROCESSES

Problem Solving and Creativity:

Must be well organised, be able to work independently with frequent interruptions and to strict deadlines.

Decision Making:

Will work within prescribed guidelines to provide support to the science department. Referring complex issues to team leader or teaching staff for guidance. Must have a willingness to work in a flexible manner to support the curriculum

Physical Effort and Working Conditions:

Some manual handling – e.g. moving equipment from prep room to laboratory. Physical effort will be involved. Some use of ICT. Working with chemicals and specialist equipment.

Contacts and Relationships:

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer.

Contact with Senior Staff/Teaching Staff/Parents/Students – providing support to the science department and making recommendations. Consultation and discussions with external suppliers and input to the development of the science curriculum.

Additional Information:

A willingness to work with young people to support their achievement.

Smart dress, appropriate to the position. No denim should be worn.

You will be required to wear a lab coat and use specialist PPE when handling chemicals. This will be provided

Knowledge, Skills and Experience: (To be completed by the Line Manager)

5+ GCSE A-C (inc English and Maths) or experience in a similar field. A science background is an advantage. The ability to communicate effectively with people at all levels.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Science Technician	Grade: 14

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Able to learn new skills and retain information	Application form/interview
1.2	Ability to quickly learn new techniques	
1.3	Good interpersonal skills	
1.4	Enthusiasm, willingness to learn new skills and take on new challenges.	
1.5	Ability to work on own initiative and plan a work schedule.	
1.6	Ability to work effectively with young people.	
1.7	Ability to relate effectively with staff at all levels	
1.8	Flexibility to meet the operational needs of the College.	
	Desirable	
1.9	Good sense of humour	Application form/interview
2.0	Ability to become a part of the College community	

2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	5+ GCSE A-C (inc English and Maths) and/or experience within a similar field	Application form/interview
	Desirable	
2.2	Science expertise. A science background preferable in physics or	Application

	chemistry	
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3. Experience

No	Description	Method of Assessment
3.1	Essential Experience of working within a team	Application form/interview
3.2	Desirable A science background	Application form /interview
3.3	Experience of working with young people	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential None	
4.2	Desirable Health and Safety knowledge either relating to science or other specialist areas	Application form/interview