

JOB DESCRIPTION



POST TITLE: **SCIENCE TECHNICIAN**

PURPOSE OF JOB: To provide technician support to the academic activities of the college

KEY RESPONSIBILITIES

Technicians will be required to:

- a) perform all duties allocated in an effective manner and liaise closely with teaching staff and other school staff
- b) to ensure safe practices are observed at all times

MAIN DUTIES

This job description covers the main duties and responsibilities of the job but, from time to time, the job holder may be asked to undertake other activities commensurate with this job description.

- to prepare for, and clear away after, practical classes including reclamation of parts and materials as necessary, cleaning and checking of equipment, glassware etc
- to assist pupils and teaching staff during practical classes including demonstration of skills, techniques and equipment, provision of advice etc., at an appropriate level
- to assist teaching staff as directed in the preparatory work for examinations
- to fabricate or prepare teaching aids and displays including video recording and showing of programmes, setting up of audio-visual equipment
- to repair, maintain and install equipment and tools, as appropriate
- to undertake storekeeping duties including the receipt and issue of materials and equipment and assisting in the completion of associated administrative and clerical work (e.g. preparation of orders, clearance of invoices, records of expenditure)
- to maintain preparation and storage rooms and areas in clean and tidy condition
- to undertake any other duties that are deemed to be within the remit of this post

The information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
Qualifications / Knowledge	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C/4 or above • A' Level or equivalent qualification in a science subject • Strong understanding of COSHH regulations and risk assessments 	<ul style="list-style-type: none"> • Degree or higher qualification in a science-related field • First Aid or Health and Safety trained
Relevant experience	<ul style="list-style-type: none"> • Experience of working in a laboratory environment, preferably within an education setting • Knowledge of laboratory equipment, chemicals and health and safety procedures/regulations • Ability to prepare and maintain scientific equipment and materials 	<ul style="list-style-type: none"> • Previous experience of working in a school or college setting
Skills/ Aptitudes	<ul style="list-style-type: none"> • Good IT skills, including Microsoft Office • Awareness of safeguarding policies in an educational environment • Excellent organisation skills with attention to details • Ability to work independently and as part of a team • Strong communication and interpersonal skills • A proactive and flexible approach to work 	
Other requirements	<ul style="list-style-type: none"> • Commitment to undergo further training and development as appropriate 	