

Job Description and Person Specification

POSITION:	Science Technician
SCHOOL	Highbury Fields School
GRADE	NJC Scale 4-6
RESPONSIBLE TO:	Lead Science Technician
RESPONSIBLE FOR:	Setting up resources for science lessons
WORKING HOURS:	35hrs per week, 8am-4pm. Term-time only (plus 2 weeks)

PURPOSE OF THE POST

Under the overall control of the team leader/senior technician, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department.

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
 - familiar with all areas of Science with a good knowledge of Physics
2. To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments
3. To assist the team leader/senior technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
4. To contribute to the design, development and maintenance of specialist resources and/or long term projects.
5. To support the team leader/senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
6. Under the overall guidance of the team leader/senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

7. To assist in practical classes and carry out demonstrations
8. To set up and maintain audio visual aids
9. To set up computers and data logging equipment
10. To act as a fire warden.
11. To be willing to be trained as a first aider and undertake school first aid for students.
12. To carry out such other administrative tasks and duties as set by the Head of Science, Headteacher or School Business Manager.
13. The postholder may be required to work flexibly on occasions to enable school deadlines to be met. This may include occasional additional hours or changes to starting/finishing times within the framework of the school's working week arrangements and overtime/flexi-time policies. It may also occasionally include assisting other members of the school with their work at a level appropriate to the grade.
14. To promote safeguarding of children.
15. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
16. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSONAL RESONSIBILITIES

- ◆ To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

PERFORMANCE STANDARDS

- ◆ To ensure that all services within the areas of responsibility are provided in accordance with the School's Commitment to high quality service provision to the customer and in line with the contract with Islington Council.

PERSON SPECIFICATION

POSITION:	Science Technician
School	Secondary
GRADE	NJC Scale 4- 6
RESPONSIBLE TO:	Lead Science Technician
RESPONSIBLE FOR:	Setting up resources for science lessons

CRITERIA

To ensure that all services within the areas of responsibility are provided in accordance with the School's Commitment t

REQUIREMENTS

ESSENTIAL CRITERIA

KNOWLEDGE

- E.1 Knowledge of Health & Safety legislation as it relates to the work of a school
- E.2 Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
- E.3 Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
- E.4 Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
- E.5 Some knowledge of National Curriculum requirements

SKILLS AND ABILITIES

- E.6 Ability to carry out risk assessments in relation to laboratory work
- E.7 Ability to maintain a range of tools and equipment
- E.8 Ability to prepare equipment and materials for lessons, as requested by the teaching staff
- E.9 Ability to work in an organised and methodical manner
- E.10 Ability to identify work priorities and manage own workload within agreed parameters
- E.11 Ability to establish positive relationships with pupils, including those with special educational needs
- E.12 Ability to maintain accurate work records and inventories
- E.13 Ability to work effectively as part of a team

PERSONAL QUALITIES

- E.14 Ability to demonstrate commitment to Equal Opportunities
- E.15 Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge

DESIRABLE CRITERIA

- E.14 NVQ2 in Laboratory and Associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent.
- E.15 Previous experience of working in a school environment.