# HinchleyWood_FullLogo_CMYK

**JOB DESCRIPTION: SCIENCE TECHNICIAN**

**Responsible to: TBC**

**Works closely with: Science technician team and teaching staff**

**Salary Scale: 13 - 17**

**Hours: As per contract, term time only**

# Job purpose:

* To assist in ensuring a safe, effective and efficient laboratory service is provided for students and teaching staff within the department.
* To provide technical advice and assistance to support students and to assist teaching staff with the provision of learning activities.
* To ensure that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.

# Key responsibilities:

* To establish and maintain good relationships with all students, colleagues and other professionals.
* To work with technician team to promote and observe a healthy and safe working environment.
* To ensure that staff in the science department are aware of all health and safety requirements and other relevant regulations.
* To ensure that equipment is in good working order and laboratories, preparation areas and storerooms are kept in a clean, safe and orderly condition. Report any problems to the maintenance team as appropriate, in a timely way.
* To prepare, distribute and then clear away equipment, solutions and materials as required for lessons and activities within the science department.
* To collect and care for animals and plant materials within the department.
* To dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
* To carry out routine and non-routine checking, cleaning and maintenance, calibration, testing and repairing of equipment to the required standard and to troubleshoot day to day issues as they arise.
* To assist with research and ordering of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy.
* To provide technical advice and support as required, and remain up to date with technical developments through CPD.
* To assist in putting in place provision for practical school and public examinations, if applicable.
* To assist or advise students and staff with required practical lessons.
* To assist in stock control, inventories, compiling orders, liaising with suppliers, checking deliveries and maintaining appropriate records.
* To complete all administrative duties, checks and documentation to the required level of accuracy including photocopying and filing.
* To provide support to colleagues as required.
* To attend relevant meetings and training sessions as required.

## General:

* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To uphold the school's policy in respect of safeguarding and child protection matters.
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
* All staff members participate in the school’s performance management scheme

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ postholder Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# PERSON SPECIFICATION: SCIENCE TECHNICIAN

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| **Qualifications and Experience** | **Essential*** Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English, Maths and a Science.

**Desirable** * Experience of working in a relevant discipline within a laboratory or similar environment.
* First Aid Qualification
* Experience of working with children/young people
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| **Knowledge and Skills** | **Essential*** Verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own
* Good standard of numeracy and literacy skills
* Ability to operate a range of ICT equipment and other specialist resources
* Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems.
* Ability to absorb and understand a wide range of information

**Desirable*** Working knowledge of relevant policies, procedures, regulations/legislation eg health and safety and COSHH.
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| **Personal Qualities** | **Essential*** Ability to build and form good relationships with students and colleagues.
* Initiative and ability to prioritise one’s own work and make informed decisions.
* Able to follow direction and work in collaboration with line manager.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection and safeguarding.
* Recognition of the importance of personal responsibility for health and safety.
* Commitment to the school’s ethos, aims and its whole community
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