

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

**Title of Post: Science Technician**

Date: January 2020

**JOB DESCRIPTION**

Purpose	To work within the Science technical team in order to provide an efficient and effective service to the Science teaching team so that students can achieve and enjoy in Science and within a safe learning environment.
Responsible for	None
Reporting to	Lead Science Technician
Liaising with	All staff, students, parents, Governors, visitors, external bodies & associations and stakeholders.
Scale/Grade	Scale 5
Terms & Conditions	36 hours pw x 52 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	<ul style="list-style-type: none"> <li>• Under the guidance of the Team Leader, assist with the provision of learning resources within the Science department, ensuring compliance with legal requirements.</li> <li>• Implement stock storage and control procedures and administer robust systems to monitor and use the stock.</li> <li>• Advise on and design high quality materials and resources to deliver the Science curriculum. Take a lead role in co-ordinating the resources for post 16 Science Chemistry courses and any subject area as required.</li> <li>• Ensure that all resources are readily available and accessible; prepare apparatus, set up and care for plant and animal collections.</li> <li>• Provide administrative support to teachers as necessary.</li> <li>• Ensure that all equipment is always functioning and well looked after.</li> <li>• Implement all systems within the Science department to support teaching and learning.</li> <li>• Provide and administrate the use of resources to support teaching and learning, eg chemicals, experiments and written materials.</li> <li>• Provide training to staff on the effective and safe use of resources.</li> <li>• Ensure that the learning environment across the department is stimulating, safe and clean. This includes liaising with the cleaners / Premises Manager and the Head of Media Resources/Office Manager and other colleagues as well as hands on cleaning.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Actively contribute to the promotion and observance of Health and Safety procedures is followed consistently and conscientiously across the department and in accordance with CLEAPPS guidelines and COSHH regulations and assessments. This includes risk assessments, protocols in lessons, waste disposal, handling of chemicals, storage and checking the fume cupboard, first aid kits, pressure vessels etc.</li> <li>• Organise and carry out equipment and electrical testing in line with legal requirements; undertake repairs if possible.</li> <li>• Assist with the inventory of all equipment within the Science department.</li> <li>• Assist with monitoring performance of the Science technician if in post. Deputise for the team leader in his/her absence.</li> <li>• Provide advice and support for teachers and other staff beyond the Science department who wish to deliver an aspect of science.</li> <li>• Provide advice and support to teachers and students in lessons; assist in practical classes and carry out occasional demonstrations.</li> <li>• Contribute to the department and school's extra curricular programme.</li> <li>• Assist with student management.</li> <li>• Work closely with colleagues to develop the MLE provision in Hornsey School for Girls so that students and parents/carers can access materials easily.</li> <li>• Attend Science department and external meetings and attend technician team meetings as necessary.</li> <li>• Ensure that all relevant school policies are followed.</li> <li>• Assist with procurement of resources.</li> <li>• Offer 1<sup>st</sup> Aid support as appropriate.</li> <li>• Take a proactive role in the recycling of paper and safe waste disposal within the Science department.</li> <li>• Undertake Health &amp; Safety duties as directed by the School Business Leader to ensure that the school meets its duty of care to all students, staff and visitors to. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.</li> <li>• Undertake all reasonable requests from line manager and senior staff</li> </ul>
<p>Other Specific Duties</p>	<ul style="list-style-type: none"> <li>• Assist in the supervision of students as required, for example in exams, on trips and at break times.</li> <li>• The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health &amp; safety, and equal opportunities.</li> <li>• Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.</li> <li>• Ensure all work is appropriately documented and kept up-to-date.</li> <li>• Keep abreast of current legislation and developments in relation to finance and attend training where appropriate.</li> <li>• Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.</li> </ul>

## Science Technician

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

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**PERSON SPECIFICATION**

Skills & Aptitudes	<ul style="list-style-type: none"> <li>• Good IT and equipment handling skills including proficiency in a range of IT programmes and specialist equipment use that are required for this role</li> <li>• Good interpersonal skills, with the ability to respond appropriately to others even in pressurised situations.</li> <li>• Good communication skills (oral and written)</li> <li>• Ability to establish and maintain positive relationships with young people.</li> <li>• Good administrative, timekeeping and organisational skills.</li> </ul>
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Relevant Level 3 qualification.</li> <li>• Minimum Level 2 Grade C qualification or equivalent in English and Maths.</li> <li>• Science technical experience (Experience of working in a school setting is an advantage)</li> <li>• Some knowledge of the Science National Curriculum and post 16 Science courses including assessment;</li> <li>• Sound levels of knowledge of Health and Safety legislation.</li> <li>• Knowledge of a particular subject area.</li> <li>• First Aid knowledge as appropriate.</li> <li>• Outstanding record of attendance and punctuality.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• High levels of integrity and endeavour.</li> <li>• Self confidence and the ability to work in a team.</li> <li>• Ability to relate positively with young people.</li> <li>• A self starter who can set and manage time effectively.</li> <li>• A problem solver who always wants to achieve better levels of service.</li> <li>• Approachable, flexible and able to prioritise</li> </ul>

JD and person spec prepared by	
Date	
Signed (SBM)	
Date	
Signed (Employee)	
Date	

