

Science Technician-Job description

Grade	SC3 (point range 5-6)
Line managed by	Director of Science
Hours	30 hours per week, term time only plus the school training days (pro rata).

Summary

To work as a member of a team providing practical support and advice to teaching and learning in the science department.

Specific responsibilities

1. Support in the Classroom

- The preparation and laying out of apparatus, equipment and other materials for demonstrations in classes.
- The cleaning, maintenance and simple repairs of apparatus and equipment/ glassware/textbooks and their storage and labelling of it.
- To be responsible for preparing stock solutions and maintaining supplies of standard reagents.
- Prepare standard solutions and, purify chemicals and treat waste.
- Ensuring the safe and proper working of equipment and facilities in the relevant practical area (either by informing others or rectifying the situation themselves).
- To be responsible for the handling and safe and proper storage of all chemicals in line with COSHH regulations.
- Assist in practical lessons and carry out demonstrations, providing appropriate advice.
- General support, advice and guidance to students in essential learning skills
- Collect, check and return equipment to stores
- General laboratory cleaning of bench surfaces, sinks and fixed equipment; general cleaning and repair of equipment
- Provide general administrative support within the science department.
- Attend department meetings

2. Consumable and Capital Equipment

- Controlling stocks of consumable items/chemicals, reordering as necessary to maintain supplies and cross checking goods upon receipt.
- Ordering of new equipment, cross checking it on receipt and recording in the departmental inventory, in liaison with the budget holder.
- Maintaining an up to date Inventory and stock list for the relevant department.

3. Health and Safety and Testing

- Maintaining Health and Safety requirements, including COSHH regulations to an appropriate level and ensuring staff and students adhere to them. Guide and advise staff as necessary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Science Technician-Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> Experience of working effectively with others to meet common goals 	<ul style="list-style-type: none"> Previous experience as a science technician Experience of working in an education setting Experience of working with young people Experience of procedures relating to child protection and safeguarding 	Application form, interview and references
Skills and attributes	<ul style="list-style-type: none"> Suitability to work with young children Able to form and maintain appropriate relationships and personal boundaries with children and young people Ability to liaise with other members of staff in a professional manner Knowledge of promoting inclusion and equal opportunities A basic understanding of health and safety in a laboratory (although further training will be provided) Proficiency at a variety of practical skills Ability to prepare and test equipment and practical work for use in lessons Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload Ability to follow written and verbal communications with minimal support Ability to work constructively as part of a team or individually, understanding school roles and 	<ul style="list-style-type: none"> Sensitivity in collaborative work with colleagues Ability to be flexible in order to create effective solutions Knowledge of key stage 3, GCSE and A Level science experiments 	<p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> motivation to work with children and young people ability to form and maintain appropriate relationships and personal boundaries with children and young people emotional resilience in working with challenging behaviours; and attitudes to the use of authority and maintaining discipline

	<p>responsibilities and own position within these</p> <ul style="list-style-type: none"> ▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes ▪ Ability to adhere to working procedures and policies within the school environment ▪ Ability to work under pressure and meet deadlines ▪ Ability to relate to students and staff ▪ Ability to deal with problems in a positive and systematic manner ▪ Good communication and interpersonal skills ▪ The ability to support students and respond to parent/carers through fluent and accurately spoken English ▪ Expectations of high standards 		
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Ability to work well in a busy environment involving interactions with a range of staff and students. ▪ Excellent personal organisation and self motivation ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Flexibility to commit to additional hours if required ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ A sense of humour, 	<ul style="list-style-type: none"> ▪ An enthusiasm for challenge, development and innovation 	Application form, interview and references

	warmth, energy, stamina and resilience <ul style="list-style-type: none"> ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner ▪ High standards of personal appearance 		
Education and qualifications	<ul style="list-style-type: none"> ▪ Achieved (or currently working towards) an A*-E grade in a science related A-level plus an A*-E grade in A-level maths OR the Extended Diploma L3 in Applied Science at grade DDD or better ▪ At least 5 GCSE A*-C/9-4 grades including science, English language and maths ▪ Willingness to undertake further professional development ▪ Good IT, numeracy and literacy skills ▪ Appropriate knowledge of first aid ▪ Ability to perform basic calculations for making chemical solutions 	<ul style="list-style-type: none"> ▪ Additional training in a relevant area (eg health and safety etc) ▪ Recognised first aid certificate (training will be provided for any applicant who currently does not have a certificate) ▪ Valid full UK driving licence 	Application form and certificates

The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Issued by: _____

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