



Job Description

Title	Science Technician
Grade	Grade 4-6 (Currently £21,189 - £21,968)
Hours	36.5 hours per week, full time Regular working hours are between Monday – Friday 8.30am – 4.30pm
Reports to	Senior Science Technician
Disclosure level	Enhanced
Purpose	Supporting the Senior Science Technician in ensuring high quality services to support the delivery of the science curriculum.
Liaising with:	Heads of Sciences and other science post-holders, all science teaching staff, other support staff in the department and across the Academy, Person responsible for the Academy's Health and Safety, external agencies as appropriate.
Duties and responsibilities	<ul style="list-style-type: none"> • To work alongside the senior technician to support the teachers in delivering the science curriculum. • Ensuring the provision and setting up of all equipment, chemicals and specimens for practical sessions and examinations including constructing, setting up and dismantling equipment as required. • Advising and supporting teaching staff in the safe and proper use of equipment and contributing to classroom demonstrations as required. • Monitor staff requests for apparatus and resources. • Carrying out minor repairs to equipment and arranging for more complex repairs to be carried out by suppliers/external organisations. • Ensuring that the laboratories and equipment are kept in a clean, safe and tidy condition at all times and that all chemicals and equipment are stored and used in accordance with Health and Safety legislation and good practice. • Monitoring and controlling supplies of stock and informing the Senior Science Technician when further supplies are needed. Checking goods delivered against orders and carrying out inventory checks on a regular basis. • Ensuring the safe disposal of harmful chemicals and biological specimens and that standard solutions and other reagents are maintained in laboratories.

	<ul style="list-style-type: none"> • Ensuring the plants and animals are cared for appropriately. • Ensuring the provision and setting up of equipment for extracurricular clubs, open evenings and science events. • Maintaining the science database of teaching resources and ensuring that filing and resource systems are kept up to date.
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy, to support its vision and ethos and to encourage and ensure staff and students follow this example. • To play a key role in the development of whole Academy policies including working with Governors. • To continue personal development as agreed. • To actively engage in the performance management process. • To undertake First Aid training and to be available to administer First Aid on a regular basis if required • To undertake any other duty as specified by STPCB not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
<p>This job description is current at the date shown but, in consultation with the employee, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Please scroll down for Person Specification

Person Specification

	Criteria	Essential or Desirable	Evidence Application (A) Interview (I)
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good general education including GCSE (or equivalent) Science, Maths and English • Be first aid qualified or willing to undertake required training 	E D	A A & I
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • The ability to communicate effectively with colleagues/pupils and members of staff • Experience of using and maintaining specialist Science equipment and apparatus • Carry out risk assessment in relation to laboratory work with a clear understanding of laboratory safety • Ability to use ICT Equipment as the role requires 	E D D E D	A & I A, I A A&I A&I
Personal Qualities	<ul style="list-style-type: none"> • Have excellent communication skills both written and verbal • Have the ability to: <ul style="list-style-type: none"> - work well as part of a team - work well on own initiative - manage own workload - work well under pressure 	E E E	A, I A I A & I

	<ul style="list-style-type: none"> - work well to deadlines - identify work priorities • Have a calm and flexible nature • Have a polite, friendly and helpful manner • Be professional, diplomatic and courteous but firm • Good organisational skills • Be well presented 	E E E E	A & I A & I A, I I
Other	<ul style="list-style-type: none"> • Be willing to actively participate in the Academy's performance management process as required • Be willing to undertake training and development as required • Be committed to safeguarding and promoting the welfare of children and young people 	E E E	A & I A & I A & I