



Job Description

Post Title:	Science Technician
Responsible to:	Lead Science Technician
Grade:	NJC Scale C
Hours:	35 hours per week/38.4 weeks per year (term time only) Hours to be discussed at interview (inc. half an hour unpaid) lunch)

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job purpose

To provide specialist support in the Science Department including preparation and maintenance of resources and support to staff and students. No formal qualifications are required, but a good overall standard of education is essential.

Duties & Responsibilities:

1. Coordination of Practical Resources:

- Under the overall control of the Head of Science and Head of Department, coordinate the use of practical resources and facilities.
- Prepare resources, assemble apparatus, obtain materials by local purchase, carry out risk assessments for technician activities, and assist in practical classes and demonstrations.

2. Health & Safety:

- Ensure the maintenance of a healthy and safe working environment.
- Actively contribute to health & safety procedures, keep up-to-date with current practices, provide technical advice on health & safety issues, and manage the safe treatment and disposal of used materials including hazardous substances.

3. Design and Maintenance of Resources:

- Contribute to the design, development, and maintenance of specialist resources and long-term projects.
- Construct and modify apparatus, care for plant and animal collections, prepare standard solutions, and treat waste.

4. Stock and Resource Management:

- Support the Head of Science and Head of Department in ensuring the availability of materials and equipment.
- Help compile orders, liaise with suppliers, suggest alternatives to maintain stock levels, and keep up-to-date records of stock.

5. Equipment Maintenance:

- Ensure routine and non-routine checking, cleaning, maintenance, calibration, testing, and repairing of equipment are carried out to the required standard.
- Collect, check, and return equipment to stores, and perform general cleaning and repair of equipment.

Job Specification:

Operational:

- Utilize the current system for practical requests, oversee preparation, assembly, and retrieval of equipment, and ensure laboratories and preparation areas are clean and safe.
- Use CLEAPSS to guide safe working practices and monitor the storage and accessibility of equipment.

Personnel:

- Establish and maintain good, professional relationships with all staff, students, visitors, suppliers, and contractors.



Administrative:

- Co-ordinate the completion of equipment and stock inventories as required.

General:

- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.

Name:	Niall Holbourn	Date:	19 September 2024
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Signed:	 (Principal)	Signed:	 (Member of Staff)
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KING EDWARD VI COMMUNITY COLLEGE

Science Technician

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

	Essential/ Desirable	Evidence Base
Qualifications		
No formal qualifications required but a good overall standard of education essential.	Essential	Application Form/Certificates
Professional Experience and Knowledge		
Experience of working in a school/laboratory environment	Desirable	Application Form
Confident to set up and deliver practical demonstrations (once training has been completed)	Essential	Application Form/Interview
Skills/Attributes		
Ability to fix and repair equipment/mechanical skills (or to be able to acquire these skills quickly with training)	Essential	Application Form / Interview
Ability and willingness to undertake professional development as required	Essential	Application Form / Interview
Excellent communication skills, written and verbal	Essential	Application Form / Interview
Flexibility and willingness to accept change, and work on one's own initiative	Essential	Application Form / Interview
A good sense of humour, energy and enthusiasm	Essential	Application Form / Interview
Ability to work effectively as part of a team	Essential	Application Form / Interview
Ability to maintain complete confidentiality and discretion at all times	Essential	Application Form / Interview
Able to manage time effectively	Essential	Application Form / Interview
Excellent problem-solving skills	Essential	Application Form / Interview



How to apply

Application deadline

Completed applications must be received by **9.00am, Friday 4th October 2024**.

Please submit your application to: recruitment@kingedwardvi.org.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form.

King Edward VI Community College is committed to safeguarding and protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

