



## **JOB DESCRIPTION**

**Job Title:** Science Technician  
**Grade:** B1 (SCP 4-6)  
**Reporting to:** Operations Manager

### **Job Purpose:**

Working closely with the Lead Teachers of Chemistry and Physics, the Science Technician ensures the safe and smooth operation of all aspects of our laboratories.

There is the possibility of additional responsibility, and hours of work, as a Reprographics technician, with responsibility for completing 'bulk' printing tasks, for example sets of exam papers for whole-year half-termly assessments. This will be discussed at interview with interested candidates.

### **Responsibilities:**

- Undertake CLEAPPS science technician training, fire extinguisher training and first aid at work training
- Maintain and update skills and CPD by engaging with CLEAPPS and read CLEAPPS updates, recommending changes to laboratory practices in line with new guidance as it is released.
- Maintain and update the science risk assessments in line with CLEAPPS guidance.
- Support the Site Manager to complete the COSHH inventory.
- Work with the Site Team to ensure that fire extinguishers and fire blankets are installed and in date.
- Work with the Site Team to ensure adequate provision of first aid equipment in the prep room.
- Update the Lead Teachers for Chemistry and Physics on any CLEAPPS updates that impact on AQA required practical's for A-level physics and chemistry.
- Assemble trolleys of practical work for lessons or demonstrations in a timely fashion to be provided at the start of lessons as ordered by science teachers.
- Remove trolleys of practical work following the lessons. Clean and replace glassware and dispose of any chemical waste promptly and in line with CLEAPPS guidance.
- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes, demonstrations or Outreach activities.
- Clear bench tops and fittings, e.g. drawers, cupboards, fume cupboards in laboratories and ancillary room.
- Prepare stock solutions and replenish re-agent bottles.
- Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
- Maintain stock of necessary chemicals, materials and equipment and update the stock record
- Annually check and take stock of equipment and materials, updating the Inventory where necessary.
- Construct models and apparatus for use in the Science area.
- Carry out first-line maintenance repairs to damaged apparatus.
- Undertake, in any department of the school, any Science work appropriate to the grading and skills of the technician.
- As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
- Work with the STEMTechs (science student leaders) to provide opportunities for student leaders.
- Carrying out other jobs as required by the Operations Manager or the Principal.

## Key Skills:

- Friendly and well organised team-player.
- Works on own initiative.
- Good telephone manner with parents/carers and other outside agencies.
- Uses good interpersonal skills to work effectively with staff and students.
- Works to deadlines and encourages others to do so.
- Able to prioritise workloads.

## Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete a.m., break, lunch & p.m. duties as required by the Principal.

## Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

Criteria	Essential/ Desirable
Qualifications	E/D
• GCSE grade C/4 and above in Science or equivalent qualification.	E
• A Level/HNC or equivalent in a Science	D
Knowledge and Skills	E/D
• Familiar with standard lab apparatus and chemicals.	E
• Able to prepare stock solutions.	E
• Good communication and interpersonal skills.	E
• Computer literate and knowledge of Microsoft Office applications, especially Word and Excel.	E

• Able to work well under pressure and use your own initiative.	E
• Able to keep accurate records.	E
• Good organisational skills.	E
• Good time management skills, including the ability to work to deadlines.	E
• Effective team member.	E
• Flexible and willing.	E
• Drive and determination.	E
• Energy & enthusiasm.	E
• Positive and encouraging.	E
• Able to maintain confidentiality.	E
• Smart appearance.	E
• Reliable and trustworthy.	E
• Familiar with chemical/physical apparatus to undergraduate standard.	D
• Knowledge of relevant Health and Safety.	D
• Able to maintain / repair electrical apparatus.	D
<b>Experience</b>	<b>E/D</b>
• Experience of working in Science in a school environment or with young people	D
<b>Special Working Conditions</b>	<b>E/D</b>
• Able to lift/carry e.g. boxes of books etc.	E
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	E

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**