

# **Lytchett Minster School**

## **Job Details and Person Specification**

**Post:** Science Technician  
**Job ref:** XS 4.5 Dorset Grade 6  
**Reports to:** Head of Science



### **Main job purpose**

The successful candidate will be an integral member of the Science Department and will be responsible for science resources and to facilitate the role of the teacher. This role is intended for a technician with higher level of qualifications/experience/expertise undertaking more advanced work. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses. It is expected that all technicians will cover for each other in the event of absence and exchange duties with one another where necessary. This is a varied and challenging role requiring a highly organised and efficient individual with proven practical skills. A good knowledge and understanding of scientific apparatus is essential; simple repair, construction and assembling of apparatus are routine tasks. You must have a flexible approach to work, be able to work independently, be tidy and able to organise and prioritise tasks.

The postholder must be prepared to take responsibility alongside the Senior Science Technician for health and safety issues, policy and practice including risk assessments. Strong ICT skills are necessary to manage stock keeping, ordering service schedules and maintaining budget records. All aspects of laboratory maintenance including clearing up, cleaning apparatus and moving apparatus around the site are part of this role.

The Science Faculty is a large and thriving faculty with fourteen graduate specialist teachers supported by an excellent team of technicians. It occupies ten well-equipped laboratories within a purpose built teaching block providing first rate facilities well adapted to the needs of the 21<sup>st</sup> century. Teachers and technicians form a committed team and the faculty is friendly and supportive. There is a good balance of age, experience and enthusiasm and an ethos of teamwork and collaboration and an ambition among faculty members to challenge students to the full potential of their ability.

### **Main duties**

There are a number of established responsibilities and duties including:

1. To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
2. Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
3. To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
4. To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual students or assisting with practical project work (e.g. as part of post-16 studies).

5. To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
6. To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
7. To maintain appropriate records for the control and allocation of relevant equipment and resources.
8. To undertake ordering and stock allocation activities and maintain appropriate records.
9. To support teaching staff with the organisation and preparation of displays of subject materials or students work.
10. To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
11. To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Person Specification

- 5 GCSEs (or equivalent) including English and Maths at grade C or above
- An advanced, vocational or academic qualification in a related area i.e. BTEC Higher, HNC/D or Advanced City and Guilds Certificate with applied practical experience
- Substantial experience together with a vocational/academic qualification at NVQ level 3 would be desirable
- Health & Safety accreditation
- Practical skills knowledge for problem solving
- Excellent communication skills working with young people and colleagues at all levels
- Previous relevant experience essential

## Conditions of Service

<b>Salary Grade:</b>	Grade 6 (spinal column points 6 – 9)
<b>Salary:</b>	£20,552 - £21,606 (£12.39 - £13.02 per hour)
<b>Contractual hours:</b>	37 hours per week 8.30am – 4.30pm Monday-Thursday, 8.30am – 4.00pm Fridays <b>Part-time hours also considered</b>
<b>Contract type:</b>	Permanent
<b>Contractual weeks:</b>	Term time only including INSET days
<b>Annual Leave:</b>	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time