**Job Description for the post of Science Technician**

**Hours of Work:** 8am – 4pm (Monday – Friday)

**Contract:** United Learning Contract – Term Time Only

**Salary:**  £22,265 pro rata to FTE £25,919

**Department:** Science

**Line Manager:** Curriculum Area Leader of Science

**Line Managing:** None

**Main Purpose of Job**

* To support the practical and technical aspects of the Science Curriculum by preparing chemicals, equipment and resources and ensuring they are in the right laboratory at the right time
* To provide support and advice in the use of scientific equipment.

**Main Tasks**

1. To ensure that teaching staff receive appropriate equipment for lessons through good communication and careful planning.
2. To prepare equipment, stock solutions, apparatus to be used by teachers as part of practical lessons.
3. To run trials of experiments and test out new equipment before the experiment is used across all classes.
4. To maintain and repair equipment and laboratory apparatus where necessary.
   1. To assist in the clearing away of practical lessons, cleaning of equipment and safe storage after use.
   2. To keep the prep room safe, tidy and well organised
   3. To keep the laboratories safe, tidy and well organised
5. To have an understanding of relevant health and safety regulations and take part in the management of health and safety within the science department including COSHH and CLEAPSS, including storage, disposal and use of chemical/equipments etc.
6. To have an understanding of Risk Assessment, write new risk assessments and assist with the implementation of Risk Assessment for practical activities.
7. To offer support to students and teachers in the practical aspects of the curriculum and support with practical events such as Open Evening, British Science Week, primary school visits etc and practical clubs for students such as Botany club, Dissection club, Astronomy club etc.
8. To be prepared to undertake training where necessary.
9. To assist with the upkeep of records to enable stocktaking to take place effectively and efficiently, including ordering other departmental resources such as stationary and revision guides etc
10. To undertake meetings with the Line Manager to plan work and mitigate issues.
11. To administer First Aid both within the Science department and across the academy as required.
12. To support the department and science teachers in other general administrative tasks such as around big tests, preparing student folders etc
13. To support with STEM opportunities such as science trips and science visitors.

# General:

* To attend and participate in meetings as required.
* To work openly within the framework of best practice identified in the school safeguarding policy.
* To report any concerns regarding student safety or staff working practices to the designated officer(s).
* To keep up to date with local and national training and training requirements.
* To undertake other tasks commensurate with the role.

**This job description will be updated on a regular basis in consultation with the post holder**

**The above information is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in the job description.**

**Person Specification – Science Technician**

**Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| GCSE Science, English and Maths or equivalent | ü |  | App |
| Qualification in laboratories skills (e.g. BTEC) |  | ü | App |
| First Aid qualification |  | ü | App |

**Knowledge:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| Experience of stock control |  | ü | App / Int |
| Familiar with KS3 and KS4 science curriculum |  | ü | App / Int |
| Able to carry out standard laboratory procedures e.g. making stock solutions, working with glass | ü |  | App / Int |
| Maintenance of equipment e.g. microscopes, power packs |  | ü | App / Int |
| To have an understanding of the importance of Safeguarding. |  | ü | App / Int |
| A commitment to take part in all relevant in-service training and continual professional development | ü |  | App / Int |

**Skills:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured** |
| Experience of working within a laboratory setting | ü |  | App / Int |
| Experience of managing, organizing and prioritizing own work load |  | ü | App / Int |
| Awareness and implementation of Health and Safety routines and regulations | ü |  | App / Int |
| Experience of working with children |  | ü | App / Int |
| Trialing experiments |  | ü | App / Int |
| Competent in the use of email, Microsoft Word and Excel | ü |  | App |