



## **Job Description & Person Specification**

### **Science Technician**

#### **Primary Purpose:**

The post holder must be prepared to support staff in all areas of the science department. In addition to the following tasks the technician will be expected to carry out such duties as the Headteacher may reasonably request from time to time.

#### **Responsible to:**

Head of Department - Science

#### **Key Tasks**

- To fully support the teaching of outstanding science.
- Stock management and equipment ordering.
- To have good online research skills.
- To ensure that requested chemicals, solutions, apparatus and resources are clean, ready and available promptly for the beginning of lessons.
- To collect in materials given out during lessons and to store away cleanly and safely.
- To wash up all dirty glassware.
- To list and order equipment to maintain stock (i.e. consumable items and breakages that need replacing).
- To make up stock solutions as required.
- To maintain equipment and repair damaged equipment where possible.
- To manufacture equipment where possible.
- To produce an efficient method of storing equipment for re-usage.
- To be aware of the safety precautions that have to be taken when handling chemicals and solutions.
- To carry out stock checks as and when necessary.
- To assist wherever possible in classrooms with practical work.
- Provide support and guidance to supply teachers and student teachers. Ensure they have all the necessary resources to enable them to teach the work set and cover lessons more effectively.
- Liaise with relevant Technicians across the federation (and externally where appropriate) to share knowledge, best practice, and innovations to continually improve support within the academy.
- Provide technical and practical advice and guidance to staff and students. Demonstrate practical's to teaching staff and/or students, as required.
- To carry out any tasks as reasonably required by the Head of Department.
- To act as Radiation protection Supervisor (training will be provided)



**General School Support:**

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may arise from time to time be agreed consistent with the nature of the job described above.



### **PERSON SPECIFICATION**

|                          |                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KNOWLEDGE                | <ul style="list-style-type: none"> <li>• General knowledge of scientific equipment e.g., ammeters, voltmeters, chemistry equipment etc.</li> </ul>                                                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Knowledge of safe working practices (particularly in relation to the handling and usage of hazardous equipment and tools) and an understanding of health and safety issues preferably within a school environment.</li> </ul> |
|                          | <ul style="list-style-type: none"> <li>• Basic first aid.</li> </ul>                                                                                                                                                                                                   |
|                          | <ul style="list-style-type: none"> <li>• COSHH AND CLEAPSS regulations.</li> </ul>                                                                                                                                                                                     |
|                          |                                                                                                                                                                                                                                                                        |
| ABILITIES                | <ul style="list-style-type: none"> <li>• Construct simple items of equipment for classroom use.</li> </ul>                                                                                                                                                             |
|                          | <ul style="list-style-type: none"> <li>• Identify simple faults of an electrical and mechanical nature in equipment, and to undertake minor repairs as appropriate e.g., soldering, glass preparation, general maintenance.</li> </ul>                                 |
|                          | <ul style="list-style-type: none"> <li>• Maintain appropriate working relationships with staff and students, including confidentiality, flexibility, and good communication skills.</li> </ul>                                                                         |
|                          | <ul style="list-style-type: none"> <li>• Undertake further training as required e.g., scientific terms and procedures, disposal of chemicals, first aid etc.</li> </ul>                                                                                                |
|                          | <ul style="list-style-type: none"> <li>• Problem solve and prioritise workload and to work in an organised but flexible manner.</li> </ul>                                                                                                                             |
|                          | <ul style="list-style-type: none"> <li>• Undertake general clerical tasks e.g., filing, stocktaking, processing, and checking orders.</li> </ul>                                                                                                                       |
| SKILLS                   | <ul style="list-style-type: none"> <li>• Understand and interpret requirements accurately.</li> </ul>                                                                                                                                                                  |
|                          | <ul style="list-style-type: none"> <li>• Communicate effectively by questioning, listening, clarifying and recording of information.</li> </ul>                                                                                                                        |
|                          | <ul style="list-style-type: none"> <li>• Effectively use of ICT packages to create for example word processed documents, spreadsheet documents, and for data input and retrieval.</li> </ul>                                                                           |
|                          | <ul style="list-style-type: none"> <li>• Work in a supportive team environment and establish positive relationships with students and staff.</li> </ul>                                                                                                                |
|                          | <ul style="list-style-type: none"> <li>• Prioritise own workload to meet agreed deadlines.</li> </ul>                                                                                                                                                                  |
|                          | <ul style="list-style-type: none"> <li>• Work without direct supervision.</li> </ul>                                                                                                                                                                                   |
|                          | <ul style="list-style-type: none"> <li>• Handle confidential information correctly.</li> </ul>                                                                                                                                                                         |
|                          | <ul style="list-style-type: none"> <li>• Be flexible and use initiative.</li> </ul>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>• Work accurately and flexibly under time pressure.</li> </ul>                                                                                                                                                                  |
|                          | <ul style="list-style-type: none"> <li>• Operate office equipment such as photocopier, collating machine.</li> </ul>                                                                                                                                                   |
|                          | <ul style="list-style-type: none"> <li>• Work effectively under pressure, remaining calm in difficult situations.</li> </ul>                                                                                                                                           |
| EDUCATIONAL ACHIEVEMENTS | <ul style="list-style-type: none"> <li>• Minimum GCSE grade C or equivalent in English, Math's and a scientific subject.</li> </ul>                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>• Able and willing to undertake training and development opportunities.</li> </ul>                                                                                                                                              |
| EXPERIENCE               | <ul style="list-style-type: none"> <li>• Ideally working in a busy school environment and/or as a science technician and/or as an industrial lab technician.</li> </ul>                                                                                                |