



Role Profile for the Post of Science Technician

Accountable to: Head of Science
Location: Oathall Community College
Grade: 4

Job Summary

The post holder will be required to assist staff with preparation and safe implementation of practical science work within a classroom setting.

Main Task Areas

General Duties

- Be responsible for the day-to-day preparation, collection and checking of equipment and materials for use in class
- Working with other team members ensure science laboratories are kept clean, safe and orderly
- Assist in-class with practical tasks
- Ensure plants and other materials required for science work are cared for appropriately
- Undertake normal administration tasks fitting with the role (such as answering the phone, filing, distributing items around college etc.)

Customer Care and Presentation

- Assist staff and students with queries in a professional, courteous and friendly manner

Health and Safety

- Ensure Health & Safety procedures are correctly followed in relation to science practical tasks
- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety

Other Duties

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- Understand and comply with all other relevant school policies.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- Participate in in-service training as appropriate to role

PERSON SPECIFICATION

Person Specification		
Area	Necessary requirements	Measured by
Education/ Training	Essential A good level of education to include GCSE level Science, Maths and English.	Application/ Interview/ Certificates
	Desirable A-Level Science or equivalent.	Application/ Interview
Knowledge/ Experience/ Skills	Essential A sound knowledge and interest in Science. Good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively Be able to communicate effectively to students, parents and other colleagues	Application/ Interview/ references
	Desirable Experience of working in a scientific setting – laboratory etc. Knowledge or experience of working in educational organisations or in youth related organisations. An understanding of the 11-16 curriculum Good IT skills – to include being able to work with basic spreadsheets Has previous similar experience working in a school (voluntary or paid) First Aid Qualification	Application/ Interview
Attitudes and Values	Enjoys being with children and seeing them learn in a positive climate Ability to work in a systematic, orderly and organised manner without supervision. Take pride in work, with an eye to accuracy and detail Ability to relate well to children and adults Commitment to equal opportunities and diversity practice	Application/ Interview