

Job Title: Science Technician	Scale: 5-7
Department: Support Staff	Basic hours: 20/week
Reports to: Senior Science Technician	Revision date: Sept 2021

### **Position Overview**

**Provide support to the Science Teaching Team in terms of classroom and exam set-up and ensuring all practical work is properly provided for and able to run smoothly.**

### **Essential Job Functions**

- Assist with the maintenance and security of the chemical stores & radioactive sources including the appropriate storage and handling of all materials;
- Maintenance of laboratories including the cleaning of sinks, benches, sockets and some tidying;
- Preparation of equipment for lessons – from the set-up of Physics equipment i.e. oscilloscopes etc. to making dilutions of chemicals;
- Purchase of perishable groceries for lessons i.e. fruit for lemon battery experiment;
- Maintenance of the exam library including administrative and reprographics tasks to keep up to date and replenished;
- Logging all requested standard practicals;
- Where necessary, advising teachers on suitable practicals for their chosen subjects;
- Preparation of practical exams for A-level Biology, Chemistry and Physics;
- Where necessary, identifying for teachers the safety implications of certain high-risk practicals;
- Helping to maintain inventory of the stores for Physics, Chemistry and Biology;
- Maintaining supply of stock solutions;
- Maintain and check all equipment used within the science department and notify any issues to the correct member of staff;
- Managing lab swaps for teaching staff – ensuring all furniture etc. is in place where needed;
- Ensuring equipment and consumables are kept stocked at appropriate levels in all classrooms, e.g. glassware, paper towels, hand soap etc;
- Assembly of stationery kits;
- Replenishing First Aid kits in every lab;
- Replenishing eye wash bottles/tubing in every lab;
- Maintain gas cut-off/electricity cut-off signage;

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ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK/CODE OF CONDUCT AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

- Customising equipment for practicals, this may involve glass cutting or cork boring bungs etc;
- Administrative tasks, e.g. sending out memorandums and e-mails to keep science staff informed;
- To undertake any other duties deemed appropriate for this, or similar pay grade.

## **Requirements**

### **Essential**

- Excellent interpersonal and communication skills
- Ability to plan and organise, with a high attention to detail and accuracy
- Ability to work well under pressure, including ability to deal calmly with emergencies
- Committed to maintaining high standards
- Flexible and reliable Team Player
- Enjoys working with young people
- Show willingness to learn new skills
- Self-motivated
- GCSE (minimum) science or science background
- Demonstrated practical approach to work

### **Desirable**

- Science qualifications (beyond GCSE)
- IT ability
- Experience of working within a school
- Experience of working within a laboratory

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