



Job Description & Person Specification

Science Technician

Grade 2 Point 4 - 6 (Salary will be pro-rata'd)

Full Time (36 hrs 40 mins per week), Term Time only, Permanent

Purpose of Post

To give technical support for the delivery of the science curriculum and whole school and departmental initiatives, through the preparation and maintenance of teaching areas and equipment for pupils. To assist in providing a safe working environment for pupils/students and other colleagues.

Key tasks

Support

1. Undertake routine maintenance, statutory testing, safety checks, cleaning and repair of laboratory equipment and tools to required standards carrying out basic repairs and report faults.
2. Preparation and delivery of materials and equipment required for demonstration and practical work/lessons. This could involve the routine care of resources including the plant and animal collection.
3. Assist in maintaining an accurate inventory of all apparatus and equipment.
4. Retrieve, clear and clean materials and equipment used by teaching staff and pupils from work areas. Ensuring materials and equipment are stored appropriately.
5. Maintain laboratories and preparation rooms in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment and materials.

Technical Support

6. Deliver equipment and resources to laboratories as requested including the setup of materials and equipment for use in lessons.
7. Under the direction of a teacher, assist with practical classroom activities e.g. demonstrations to pupils/students.
8. Support the teaching staff with preparing for lessons, including trial experiments before it is demonstrated in the classroom, or assisting with the production of worksheets for agreed activities.
9. Under the guidance of the teacher, support individual or groups of pupils during practical aspects of the science curriculum.

Health & Safety/Safeguarding

10. Ensure safe storage and/or disposal of equipment, materials, chemicals, perishable foodstuffs, and liquids, and other inflammable and waste materials in accordance with school procedures and legal requirements/regulations.
11. Promote and ensure the health and safety of pupils, students and colleagues at all times.
12. Contribute to the production of risk assessments.
13. Provide initial first aid support to pupils.



Job Description & Person Specification

Administration

14. Maintain all relevant information and recording systems, including cataloguing, filing, inventories and legal records, e.g. relating to Health and Safety or equipment/ appliance testing.
15. Ensure the availability of suitable materials and equipment and order goods and services in line with school financial procedures and principles of best value. Record, monitor and control expenditure of associated budgets in conjunction with the Head of Department.
16. Receive and check deliveries and associated invoices informing the appropriate person if discrepancies.
17. Undertake related administrative tasks such as photocopying or assisting with display work.

General

18. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
19. Manage workload proactively to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
20. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
21. Implement and uphold all policies, procedures and codes of practice of the School.
22. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
23. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
24. Undertake any other additional duties commensurate with the grade of the post.

Contacts:

Pupils, staff, suppliers/contractors and visitors

Responsible to:

Senior Science Technician/Assistant Senior Science Technician/Head of Science

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Job Description & Person Specification

Science Technician Person Specification	Essential/ Desirable	Application Interview/ Test
Qualifications		
NVQ level 2 or above in a related subject or equivalent	D	A
Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework	E	A
Willingness to undertake NVQ level 2 in related subject or equivalent	E	A
Willingness to undertake Introduction to Science Technician's course	E	A/I
Willingness to gain a First Aid Certificate	E	A
First Aid Certificate	D	A
Experience		
Practical experience of working in a scientific laboratory environment	E	A/I/T
Experience of using ICT to support completion of work tasks	E	A/I
Experience of working in a team and individual working	E	A/I
Experience of maintaining records	E	A/I
Experience of working in an educational setting	D	A/I
Experience of working or volunteering with school-age children/young people	D	A/I
Experience of A level practical work	D	A
Skills and Abilities		
Initiative to work without direct supervision and respond to unexpected problems	E	A/I
Interpersonal skills to build effective working relationships with pupils and staff across the school	E	A/I
Good verbal and written communication skills and the ability to share information	E	A/I
Able to work methodically and have attention to detail	E	A/I
Organisational skills to prioritise own workload and complete tasks to required deadlines	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I



Job Description & Person Specification

Knowledge		
An understanding of the National Curriculum for Science	D	A/I
Knowledge of potential health and safety risks and issues associated with this job description, including COSHH/CLEAPSS regulations, and knowledge of how to mitigate these hazards	E	A/I/T
Understanding of the wider safeguarding agenda working with children and young people	E	A/I
Work circumstances		
Able to work flexibly according to the needs of the school	E	A/I
When required, to wear safety clothing and PPE as appropriate	E	I

A = Application

I = Interview

T = Test

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.