



JOB DESCRIPTION

Job Title: Science Technician
Grade: B1 SCP 4-6
Reporting to: Curriculum Leader of Science

Job Purpose:

To work closely with the Curriculum Leader of Science, the purpose of this role is to ensure the smooth operation of all aspects of our Science laboratories.

Responsibilities:

- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes or demonstrations.
- Clear bench tops and fittings, e.g. drawers, cupboards, fume cupboards in laboratories and ancillary room.
- Prepare stock solutions and replenish re-agent bottles.
- Maintain and supervise aquaria, vivaria, animal and plant experiments and livestock.
- Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
- Maintain stock of necessary materials and any stock records required.
- Annually check and take stock of equipment and materials, updating the Inventory where necessary.
- Construct models and apparatus for use in the Science area.
- Carry out first-line maintenance repairs to damaged apparatus.
- Maintaining the established ant colony
- Undertake, in any department of the school, any Science work appropriate to the grading and skills of the technician.
- As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
- Carrying out other jobs as required by the Principal.

Key Skills:

- Friendly and well organised team-player.
- Works on own initiative.
- Good telephone manner with parents/carers and other outside agencies.
- Uses good interpersonal skills to work effectively with staff and students.
- Works to deadlines and encourages others to do so.
- Able to prioritise workloads.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.

GORSE

- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
	E/D
• GCSE grade C/4 and above in Science or equivalent qualification.	E
• A Level/HNC or equivalent in a Science	D
Knowledge and Skills	
	E/D
• Familiar with simple Lab apparatus/chemicals.	E
• Able to prepare solution.	E
• Good communication and interpersonal skills.	E
• Computer literate and knowledge of Microsoft Office applications, especially Word and Excel.	E
• Ability to work well under pressure and use your own initiative.	E
• Ability to keep accurate records.	E
• Good organisational skills.	E
• Good time management skills, including the ability to work to deadlines.	E
• Effective team member.	E
• Flexible and willing.	E
• Drive and determination.	E
• Energy & enthusiasm.	E
• Positive and encouraging.	E
• Ability to maintain confidentiality.	E
• Smart appearance.	E
• Reliable and trustworthy.	E
• Familiar with biological/chemical/physical apparatus to undergraduate standard.	D
• Knowledge of relevant Health and Safety.	D
• Maintain/repair electrical apparatus.	D
Experience	
	E/D
• Experience of working in a school environment or of working with young people	D
Special Working Conditions	
	E/D
• Able to lift/carry boxes of books etc.	E
Continuous Professional Development	
	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	
	E/D
• Enhanced DBS Clearance	E

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