

JOB DESCRIPTION

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| Job Title | Science Technician |
| Band/Job Group | Grade C |
| Hours/Weeks | 37 hours per week - Term Time Only + 10 Days (of which 5 are INSET Days) |
| Responsible to | Science Teacher/Deputy Headteacher |

Job Summary:

Under the overall direction of the Science Teacher and in accordance with the practices and procedures of the school, assist in providing a safe and efficient lab technical service for students and teaching staff.

The technician role forms a central part of the work of the department and will work closely with teaching staff to support, develop and further extended the work of the department and the experiences of the students.

Main Duties & Responsibilities:

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials as requested through the Science department requisitions systems and timescales. To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for ensuring that all appliances work correctly.
- Assembling the individual experiments for students to work at.
- To be responsible for the safe and secure storage of equipment and electrical connections, chemical solutions and other materials.
- Practice experiments to ensure reliable and precise results to produce data to support the scientific investigation.
- To demonstrate experiments/class practicals, as required.
- To maintain records of apparatus, reagents and materials, including inventories and records of breakages.
- To be responsible for identifying stock to be replaced/reordered and liaise with the head of department regarding budgets and orders, To pack/unpack and check apparatus and chemicals ordered.
- Purchase of consumables from local shops, using petty cash as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment and managing the department's equipment cleaning audit.

Health & Safety and Compliance

- To contribute to safe working practice in preparation / storage / teaching areas and assessment of risks for technical activities

Advising staff on safety issues

- To be responsible for maintaining all safety equipment used by technicians, teachers and students to the highest standard.
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment.
- To deal appropriately with spillages during practical activities and assist in the safe disposal of residues, chemicals, microbiological waste and outdated stock.
- Ensuring the safe storage of radioactive materials and chemicals.

- To be responsible for safety of laboratories and preparation rooms to ensure a clean, safe and orderly environment ensuring equipment is fit for purpose and the checking and maintenance of eye protection.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable to assist in the collection of live material and required breeding programmes,

Support for the School

- To be responsible for the preparation of equipment for the provision of out-of-school learning activities, e.g. clubs, extra-curricular activities, if required.
- Attend regular team meetings and briefing with the department and liaise between managers, teaching staff and support staff

Auditing

- Ensure an up-to-date inventory is maintained.
- To complete an annual audit of the science equipment

General

- Take responsibility for their own (as well as any staff they manage) professional development, continually keep updated about new initiatives in Science and contribute to the school as a learning organisation.
- To contribute to the Health & Safety of students and other staff in accordance with Health & Safety regulations
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Safeguarding Lead.
- Contribute to the overall ethos, work and aims of the school
- Develop constructive relationships and communication with other agencies/professionals (eg through Science Technician networks)
- Share expertise and skills with others
- Participate in training and other learning and performance development as required, and contribute to in-school professional development programmes.
- Use ICT and develop ICT skills as required.
- Carrying out the responsibilities of the post with due regard to the Academy's policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection, Health and Safety at Work, Data Security & Confidentiality and Equality.
- Performing such other duties as may be required from time to time, which do not change the character and purpose of the post, as directed by the Head of School.

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Issued by: _____

Received by: _____ Date: _____

PERSON SPECIFICATION

Science Technician

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| Qualifications | <p>Educated to A level or equivalent in Science Related Subject - NVQ 3 or BTEC</p> <p>A good understanding of a range of chemicals and their properties</p> <p>Knowledge of or specific COSHH training</p> |
| Experience | |
| Training | Evidence of and willingness to participate in further training and developmental opportunities, including First Aid |
| Special Knowledge | A good level of knowledge and understanding of chemicals, materials, and equipment, and their safe use in schools |
| Circumstances (Personal) | Ability to work flexibly to meet the requirements of the post |
| Disposition | <p>Able to work as part of a team</p> <p>Maintain confidentiality on all school matters.</p> <p>Ability to communicate clearly and effectively, both orally and in writing.</p> <p>Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.</p> <p>Have good personal organisation</p> <p>Ability to demonstrate active listening skills</p> <p>Demonstrate effective and efficient organisational skills. Demonstrate self-motivation to complete duties to set deadlines.</p> |
| Practical and Intellectual Skills | <p>Ability to prepare equipment and materials for lessons, as requested by members of the Department.</p> <p>Ability to carry out routine cleaning and maintenance of equipment.</p> <p>Able to demonstrate experiments/class practicals</p> <p>Ability to contribute to the maintenance of accurate work records and inventories.</p> <p>Awareness of health and safety regulations in the workplace and safe working practices in relation to the handling and usage of hazardous chemicals and equipment.</p> <p>Ability to take direction but be prepared to take/exercise discretion and initiative when required.</p> <p>Ability to work successfully in a team.</p> <p>Able to demonstrate good ICT skills.</p> |
| Legal Requirements | This appointment will be subject to Enhanced DBS clearance to work with children |

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ☐ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

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| The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment. | a) Enhanced DBS with Children's and Adults Barring List Check | <input type="checkbox"/> | Only one or none of these checks (a – f) may be applicable. |
| | b) Enhanced DBS with Adults Barring List Check | <input type="checkbox"/> | |
| | c) Enhanced DBS with Children's Barring List Check | <input checked="" type="checkbox"/> | |
| | d) Enhanced DBS Check | <input type="checkbox"/> | |
| | e) Standard DBS Check | <input type="checkbox"/> | |
| | f) Basic Disclosure Check | <input type="checkbox"/> | |
| | Police Vetting Check | <input type="checkbox"/> | This check may also be required in addition to one from (a-f) above |
| | No Check Required | <input type="checkbox"/> | |

10. Politically Restricted Post

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| Is this post a "politically restricted post"? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
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11. Main Physical Activities/ Requirements of the Post.

Please ☐ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

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| Lifting / manual handling / client handling | <input type="checkbox"/> | Prolonged standing or sitting | <input type="checkbox"/> |
| Working at heights | <input type="checkbox"/> | Prolonged working with vibrating tools / machinery | <input type="checkbox"/> |
| Working in confined spaces | <input type="checkbox"/> | Bending / Squatting / Kneeling | <input type="checkbox"/> |
| Working outdoors | <input type="checkbox"/> | Manual cleaning /domestic duties | <input type="checkbox"/> |
| Agricultural / gardening work | <input type="checkbox"/> | Food Handling | <input type="checkbox"/> |
| Work requiring respirators or masks | <input type="checkbox"/> | Rotating shift work or night work | <input type="checkbox"/> |
| Work requiring hearing protection | <input type="checkbox"/> | Driving Duties HGV / LGV/ Minibus / Passenger carrying | <input type="checkbox"/> |
| Work with skin irritants / allergens / respiratory irritants/fine particles | <input type="checkbox"/> | Any other driving duties | |
| Significant use of computers | <input type="checkbox"/> | Using restraint | <input type="checkbox"/> |
| Working with children or vulnerable adults | <input checked="" type="checkbox"/> | High mental stress content | <input type="checkbox"/> |

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| Permanent night work | <input type="checkbox"/> | Physical / sport / leisure duties | <input type="checkbox"/> |
| Lone working | <input type="checkbox"/> | Regular walking on uneven ground | <input type="checkbox"/> |
| Working with challenging behaviours | <input checked="" type="checkbox"/> | | |
| Other main physical activities not listed above | | | |
| 12. Safety Critical Posts | | | |
| Is this post a "Safety Critical" post? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| 13. Language Requirements | | | |
| <p>Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:</p> <p>The employee will work in a customer-facing role. The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role. The employee requires a command of spoken English, to enable the effective performance of the role.</p> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |