

**Job Description:** Science Technician

20 hrs/wk, SC3, Term Time Only

**Role**

Under the guidance of senior staff, to provide practical support and advice to teaching and learning in the Science curriculum by:

* Ensuring the maintenance of a healthy and safe working environment.
* Assisting the department with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
* Contribute to the design, development and maintenance of specialist resources and/or long-term projects.
* Support the department in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments.
* Under the guidance of the teachers in the department ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

**Job Responsibilities and Tasks**

* Preparation of resources, assembling apparatus.
* Constructing and modifying apparatus.
* Obtaining materials by local purchase.
* Giving technical and health and safety advice to teachers, technicians and pupils.
* Carrying out risk assessments for technician activities.
* Assisting in practical classes and carrying out demonstrations, providing appropriate advice.
* Keeping up-to-date with health and safety requirements and with practical developments in practical science (attending courses and reading publications).
* Disposal of waste materials.
* Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks etc.
* Organising, story and checking the condition of chemicals and equipment.
* Attending department meetings.
* Setting up and carrying for plant and animal collections.
* Preparing standard solutions, purifying chemicals, treating waste.
* Checking stock, ordering and keeping stock records.
* Maintaining resources.
* Collecting, checking and returning equipment to stores.
* General laboratory cleaning of bench surfaces and fixed equipment; general cleaning and repair of equipment.

**Qualifications, knowledge and skills required:**

* NVQ2 or 3 or equivalent qualification or experience in relevant discipline.
* Good numeracy/literacy skills.
* Effective use of ICT and specialist equipment/resources.
* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
* Knowledge of relevant health and safety issues, particularly COSHH.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding academy rules and responsibilities and own position within these.

**Principal Contacts**

* Teaching staff, technical and other support staff, pupils and suppliers.

**Additional Responsibilities**

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Principal, line manager or senior staff may from time to time reasonably require. The nominal hours attached to this post are 20 hours per week though additional hours paid on a casual basis may be required especially during academy holidays. It is a requirement of this post that personal holidays are arranged to coincide with academy holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

**Person Specification:**  Science Technician

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| **Qualifications** | **Essential** | **Desirable** |
| English, Maths and Science qualifications at GCSE grade C or equivalent | ✓ |  |
| Evidence of further training/personal career development GCE Advanced level or equivalent qualification |  | ✓ |
| **Knowledge and understanding** |  |  |
| Good general understanding of issues facing schools and the organisational arrangements they necessitate | ✓ |  |
| Good oral and written communication skills | ✓ |  |
| Good IT skills | ✓ |  |
| Knowledge of relevant codes or practice. |  | ✓ |
| Ability to work on own initiative | ✓ |  |
| Ability to prioritise and organise own time | ✓ |  |
| **Experience** |  | ✓ |
| Working in a laboratory environment |  | ✓ |
| Working in a school |  | ✓ |
| Experience of working with young people |  | ✓ |
| **Skills, abilities, attributes** |  |  |
| Work constructively as part of the academy team, understanding academy roles and responsibilities and own position within these | ✓ |  |
| Responsible and conscientious approach to Health and Safety | ✓ |  |
| Good written and oral communication skills | ✓ |  |
| To have the personal qualities to be able to relate and communicate well with students, colleagues, parents and governors | ✓ |  |
| Integrity, sound professional judgement, ability to maintain confidentiality and loyalty | ✓ |  |
| Drive, enthusiasm and willingness to initiate and contribute to new developments | ✓ |  |
| Willingness to participate in relevant training and development | ✓ |  |
| Willingness to operate as part of the academy team, carrying out tasks beyond the envisaged job description when occasion demands | ✓ |  |
| Ability to work under pressure | ✓ |  |
| A good sense of humour | ✓ |  |