**Job Title:** Science Technician

**Grade:** B1

**Reporting to:** Director of Science

**Job Purpose:**

#### To work closely with the Director 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, eg 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.
* 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.

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications / Experience | * GCSE Science or equivalent | * Experience of working in a school environment or of working with young people * A Level/HNC or equivalent in a Science | * Application * Interview * References |
| Skills | * Good communication and interpersonal skills * Ability to work well under pressure and use your own initiative * Good organisational skills * Good time management skills, including the ability to work to deadlines |  | * Application * Interview * References |
| Knowledge and Understanding | * Familiar with simple lab apparatus/chemicals * Able to prepare solution * Maintain/repair electrical apparatus | * Familiar with biological/chemical/physical apparatus to undergraduate standard | * Application * Interview |
| Continuous Professional Development | * Commitment to own professional development |  | * Application * Interview |
| Special Working Conditions | * Able to lift/carry boxes of books etc. | * Knowledge of relevant Health and Safety | * Interview |
| Personal Qualities | * Effective team member * Flexible and willing * Drive and determination * Energy, enthusiasm and a sense of humour * Positive and encouraging * Ability to maintain confidentiality * Smart appearance * Reliable and trustworthy |  | * Application * Interview * References |

Please be aware that The Ruth Gorse Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including DBS checks.