**JOB DESCRIPTION**

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| **Job Title** | Science Technician |
| **Line Manager** | Head of Science |
| **Working Week** | 24 hours per week |
| **Weeks Worked** | Term Time plus INSET |
| **Holiday Working** | None |
| **Pay Range** | H3 (£16,646 - £17,722) + £841 fringe allowance (pro rata) |

**Core Purpose**

To assist the other Science Technicians and the Head of Science in organising the support of Science teaching within the school.

**Main Duties and Responsibilities**

1. Prepare and collect equipment/materials as requested by teaching staff.
2. Assist in the training of other technical staff when they encounter an unfamiliar task
3. Prepare distilled water.
4. Assist in the disposal of biological and chemical residues (according to COSHH regulations) and sterilise equipment when necessary.
5. Assist in the cleaning of equipment and care of plant specimens.
6. Make small cash purchases, where appropriate on behalf of the Science department.
7. Report items for repair to Head of Department (HOD) organising repairs where requested.
8. Assist in the organising and storing of equipment in accordance with COSHH requirements.
9. Periodically offer technical support in the classroom when appropriate.
10. Attend relevant meetings and training courses as agreed with HOD.
11. Make use of ICT resources as requested by teaching staff.
12. Work within the duty rota to assist in duties including - stock checking, ordering equipment, prefect liaison, co-ordination of coursework days and light maintenance.

**Equalities**

The post holder is required to be aware of and support difference and ensure that the school’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder is managed by the Head of Science.

**Contacts**

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and all other visitors to the school.

**Knowledge, Experience and Training**

**Essential:**

* Have sound knowledge and awareness of awareness of Health and Safety regulations, including COSHH.
* Work to a high standard, be highly organised and work well as part of a team.
* Be flexible and able to multitask, as you will be dealing with numerous tasks at the same time.

**Preferable:**

* Have had previous experience as a Biology or Chemistry Science Lab Technician within a school/further education science department and be educated to a minimum A-level standard with a science related subject.
* Have knowledge of school procedures.
* Hold relevant Science qualifications e.g. degree

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|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to Human Resources Administrator for Personnel Records