

Job Description

Science Technician

Accountable to: Subject Leader

Core Purpose:

Provide a comprehensive technical, practical and administrative support service to the Science Department.

Key Responsibilities:

1. Support teachers in classroom practical's
2. Prepare equipment and materials as requested in clean, safe working conditions, for use by teachers and students.
3. Report to the Subject Leader/Subject Co-Ordinator any deficiencies that may have Health & Safety implications.
4. Clean and store all equipment after use, both in preparation for the next class and to ensure the safety of workshops, laboratories, stores and working areas when not in use.
5. Ensure the proper upkeep of equipment and maintain it in a safe condition.
6. Initiate orders for equipment and materials, both on a local basis and from outside suppliers, to ensure adequate stocks are always available, as requested by Subject Leader/Teachers.
7. Provide any other technical or administrative support that the Subject Leader may reasonably require.
8. Update own knowledge, by reading relevant subject specific and Health & Safety information as it arrives and by attending courses upon request of Subject Leader/Subject Coordinator.
9. To carry out any other duty as may reasonably be requested by the Principal or line manager.

Person Specification

Science Technician

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education, including 5+ A* - C grades at GCSE or equivalent, with A* - C grades in Science, English language and Maths, or HLTA status. • Minimum Level 2 Laboratory and Associated Technical Activities – Educational. 	<ul style="list-style-type: none"> • A level/Level 3 or higher in Scientific disciplines
Experience	<ul style="list-style-type: none"> • Experience of Technical Support within Science. 	
Knowledge Skills & Abilities	<ul style="list-style-type: none"> • Good understanding of risk assessments and COSHH protocols for laboratory procedures in own work and to advise teaching staff. • Flexible, positive person. • Able to build and maintain good, positive relationships with all colleagues and stakeholders. • Good verbal, written and presentation skills. • Ability to use initiative. • Able to work independently and as part of a team. • High expectations of oneself and others. • Ability to think and work creatively and flexibly, with close attention to detail, and under pressure to meet deadlines. • Personal integrity, commitment to fairness and equity. • Ability to empathise. • Ability to give sensitive, constructive feedback. • Excellent interpersonal and communication skills. • Ability to demonstrate and promote positive values, attitudes and behaviour. • Demonstrable experience of excellent organisational skills. • Ability to relate well to young people and adults. 	