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**Job Description**

Science Technician

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| **Purpose** | To provide specialist support in the Science Faculty and also support in general areas around the school setting up lesson resources, clearing them away, arranging displays for inspection, or Open Day/Evening events. |
| **Reporting to** | * Science Faculty Leader |
| **Responsible for** | * The day to day maintenance and preparation of lab equipment, chemicals and plant and animal collections to ensure science teachers and learners have the equipment required at the time they need it and in good working order to ensure practical investigations run as efficiently as possible. |
| **Liaising with** | * Head of faculty * Lead technician * Science teachers * Admin team, particularly to ensure reprographics needs are met in time |
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| **MAIN (CORE) DUTIES** | |
| **Main Duties** | * Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical classes or demonstrations. * Preparation of chemicals for individual lessons and making-up of stock solutions and replenish reagent bottles. * Data Input of marks as required by the department. * Check equipment for repair – organise or carry out some basic maintenance of same. * To assist in the movement of resources from one room to another. * To help in the unpacking and checking and distribution of stock and texts. * To stamp and number text books * To assist in the preparation of worksheets e.g. photocopying or laminating * Assisting staff in both short term and long term planning of rooms, resources, equipment and stock. * Ensuring a high standard of hygiene and safety in all areas. * Involvement in stock control ordering/contact with outside agencies. * Assist with updating school / department inventories. * To prepare any audio/visual learning resources * Completing admin-type tasks such as filing, processing, photocopying, heading documents, work sheets etc within curriculum departments. * Preparing displays for open evenings/parents evenings. * Transporting students in school minibus. |
| **Competencies: Essential Skills** | The post holder should be able to demonstrate the following essential skills :   * Deal with visitors, messages, colleagues and pupils in a timely and appropriate manner. * The ability to communicate at differentiated levels i.e. with pupils, staff and outside agencies. * Meet deadlines and targets; support colleagues in meeting their targets. * Understanding of role and to seek instruction for situations occurring outside of daily norms. * Willingness and ability to learn, work with and train. * To work effectively and efficiently in a diverse and pressured working environment. |

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| **Competencies: Desireable Skills** | The post holder should be able to demonstrate the following desirable skills:   * To have some knowledge in one or more science disciplines. * Plan and prioritise workload. * Gather, maintain and use data to provide accurate and timely information. * To assist in demonstrating experiments * To hold the required qualification for Portable Appliance Testing (PAT) or have the ability to train for PAT testing. * To have a working knowledge of Microsoft Office |
| **Knowledge and Understanding** | The post holder is expected to have the following knowledge and understanding:   * Equal Opportunities * Working within a busy, modern and diverse environment |
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| **Other Specific Duties** | |
| * To actively promote the school’s safeguarding policies and procedures * To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. * To promote actively the school’s policies and procedures * To continue personal development as agreed. * To comply with the school’s health and safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCB not mentioned in the above. | |

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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |