**The Charter School**

**Science Technician**

**Salary/Grade:** Hay 5 (points 16 - 23)

**Working time:** 36 hours per week, 39 weeks per year

**Reporting to:** Science Technician

**Job Purpose:**

The Science Technician is responsible for:

* Delivery of technical services to the Science Department of The Charter School in order to support the teaching of a range of science subjects by the department.

**Responsibilities**

**Technical Service Delivery**

* Assist teaching staff in the identification of the technical support needs generated by the curriculum and development of the curriculum if required
* Support the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, under the direction of the Senior Science Technician or in accordance with the agreed advance booking schedule
* Preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment for practical classes/examinations/assessments, retrieval and clearing away after use.
* Assist with demonstrations when required. Attending practical examination previews.
* Modify and/or construct simple apparatus using basic workshop skills.
* Provide technical advice and assistance to teachers, and students including assisting in practical classes where appropriate. Construct and/or modify simple apparatus using basic workshop skills.
* General maintenance, including cleaning of apparatus and equipment. Carrying out simple repairs.
* Report or arrange repair of more complex faults. Assist in keeping appropriate records.
* Locking up of laboratories and stores and securing equipment when not in use
* Maintain appropriate stock levels within the Department, carrying out stock checks and reporting any shortages.
* Place and follow up orders within departmental policy, check deliveries and liaise with the school’s Finance Department as appropriate.
* Maintain the Department’s specialist resources, including animal and plant collections, and observe Home Office regulations governing the same. Collect specimens for curriculum purposes.
* Observe COSHH regulations when meeting requests for apparatus and materials for microbiological, radioactive and chemical work.
* Ensure correct use and simple maintenance of audio visual aids specific to the Science Department in consultation with the Senior Science Technician.
* To be directly responsible for provision of technical support in one or more subject specialisms.
* To undertake reprographic duties in relation to the department.

**Curriculum Needs**

* Participate in the development of the Science Department’s practical and technical facilities to meet teaching/learning needs, including assisting in planning layout of new facilities and advice on specialised requirements in furniture, fittings and services.
* Maintain awareness of recent scientific and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development.

**Health and Safety**

* Operate system for the safe storage of equipment, apparatus and materials, including chemicals.
* Dispose of waste laboratory materials, including chemical and biological waste.
* Maintain laboratories, storage rooms and preparation rooms in a safe manner, in accordance with Departmental policy.
* Maintain and issue apparatus, equipment and tools appropriately.
* Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.

**General**

* To be flexible within the broad remit of the post.
* To attend school events as required.
* To arrange and give training sessions to staff to ensure that they are aware of procedures and regulations.
* To attend training sessions and meetings as required.
* To ensure compliance within the school of data protection regulations.
* Following direction from line manager, to seek, consider, and act upon professional support and advice as required.
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

**Person Specification – Science Technician**

**Qualifications and experience**

* BTEC/TEC Certificate or City and Guilds or ONC/OND or equivalent qualifications in appropriate subjects.
* Demonstrable relevant experience (including training).
* Experience of similar post in a school preferably with sixth form.

**Knowledge, Skills and Abilities**

* Ability to build and form good relationships with students, colleagues and other professionals.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* Knowledge of science in relation to the main subject specialisms and curricular requirements.
* Awareness of relevant health and safety regulations.
* Ability to lift and transport apparatus safely around the school.
* Knowledge of available materials, apparatus and equipment.
* Awareness of on-going trends and developments in curriculum content and teaching methods.
* Ability to assist in the provision of a safe and efficient daily running of technical services to the Science department, use of resources and space.
* General laboratory technical skills and the ability to respond technically to changes in course content and teaching methods.
* Ability to maintain stock levels and maintain accurate records.

**Personal Qualities**

* Good interpersonal skills with ability to maintain strict confidentiality.
* Initiative and ability to prioritise one’s own work to meet deadlines.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.