

**Job Description**

**Job Title** Science Technician

**Reports to** Head of Science

**Job Summary**

Working with the Senior Science Technician assisting in the day-to-day running of the laboratories including presentation, maintenance of materials and equipment for use in the Science department. Assist in Food Technology with weighing and preparation of food items ready for lessons as well assisting in the washing up and cleaning of kitchen items.

**Key Responsibilities**

1. Preparing specific equipment, resources and material for teaching staff within the Science Department.
2. Assist when required technical assistance in lessons.
3. Assist in the monitoring of Health & Safety and maintenance requests.
4. Assist in the organising of all stock in the department including compiling orders and maintaining appropriate records.
5. To undertake routine and non-routine checking and cleaning of equipment.
6. Carry out reasonable requests/tasks made by and in conjunction with the Line Manager, Principal or Senior Leadership Team.
7. The details of this job description are subject to review and amendment in consultation with the post holder.

**General**

* Represent the School in a manner consistent with its ethos and values.
* Contribute to school development through identified communication and consultation channels.
* To respect the confidential nature of information relating to the School and its students.
* Carry out reasonable requests/tasks made by and in conjunction with the Line Manager, Principal or Senior Leadership Team.
* The details of this job description are subject to review and amendment in consultation with the post holder.
* The post holder must be aware of and comply with all School policies and procedures.

**Safeguarding Assessment**

The selection process will include the assessment of the candidate’s ability to demonstrate motivation to work with students and the ability to form and maintain appropriate relationships and personal boundaries with students.

**Mandatory Duties**

**Health & Safety**

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder’s acts and/or omissions.

**Equal Opportunities**

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

**Safeguarding Children**

To be responsible for safeguarding and promoting the welfare of children and young people.

**Person Specification**

**Essential Skills/Qualifications**

* Ability to use IT
  + - * Excellent communication skills, both verbal and oral, and the ability to communicate with staff and students
      * Numerate
      * Able to read and follow written instructions

**Desirable Skills/Experience**

* Previous or similar technical science / laboratory experience/knowledge
* Managing stock and maintaining records
* Sound working knowledge of current Health & Safety regulations including COSHH
* GCSE English, Maths & Science
* Awareness of standard procedures i.e. making up solutions and titrations

**Personal Attributes**

* An ability to work well as part of a team and on own initiative
  + - * Self-motivating with the ability to multi-task