

JOB DESCRIPTION

Science Assistant Technician	
Salary band	
Department / reporting to	Chemistry Department [Science]/ Chemistry Technician and Head of Chemistry [Science]
Hours per week / weeks per year	18 hours per week (actual days and working hours to be discussed at interview) term time only (32.2 weeks per year)
Employment status	Temporary
Purpose and objectives of role	<ul style="list-style-type: none"> To support the chemistry technician in ensuring provision of requirements for chemistry teaching. To provide occasional support to biology and physics technicians during busy periods.
Key areas of responsibility, tasks and duties	<p>Promote and safeguard the welfare of the children and young people with whom you come into contact</p> <ul style="list-style-type: none"> Restock basic equipment and supplies in chemistry labs Tidy labs and equipment as required Load and unload the dishwasher Visually check equipment trays on their return to the prep room and report any issues to the chemistry technician Make equipment trays presentable, as directed by chemistry technician Keep floor and surfaces in prep room clean as appropriate Complete basic admin work, such as filing and displays Creating paper/card/laminated resources as required Other reasonable tasks as directed by the chemistry technician or HoD chemistry [science]

USP benefits challenges opportunities	<ul style="list-style-type: none"> • A position requiring a combination of technical and practical skills. • The unique status of the school provides variety and interest as well as an exceptional working environment. • Opportunity to contribute to departmental effectiveness and the School's success. • Lunch is provided free in the School dining hall.
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Person specification		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> Minimum of GCSE A-C, O-level (or equivalent) level in English and Mathematics 	<ul style="list-style-type: none"> IT literacy
Specialist knowledge and skills	<ul style="list-style-type: none"> Adaptability; proven ability to adapt to new techniques and technology Enthusiasm; highly motivated to support department Flexibility Resourcefulness; be prepared to take on additional duties 	<ul style="list-style-type: none"> Show initiative and be proactive Desire to help staff and pupils Knowledge of and interest in carbon footprint reduction and reducing energy waste
Interpersonal and communication skills	<ul style="list-style-type: none"> Smart and personable Ability to develop and maintain professional and effective working relations with colleagues Ability to communicate clearly and confidently with a wide range of people Tact, diplomacy and discretion 	<ul style="list-style-type: none"> Ability to provide motivation and support to staff and pupils
Relevant experience	<ul style="list-style-type: none"> Able to provide evidence of successful work experience or previous employment 	<ul style="list-style-type: none"> Previous experience in a school environment
Additional requirements	<ul style="list-style-type: none"> Reliability and punctuality Energy and motivation Ability to contribute to and embrace change and innovation Ability to multi-task, take on additional tasks/responsibilities and work hard while retaining a sense of humour 	