**SCIENCE TECHNICIAN**

**JOB DESCRIPTION**

**Hours of work:** 22.5 hours per week term time only over 3 days a week. Occasionally work outside these hours may be required for which time off in lieu, at a convenient time for the science faculty, will be granted.

**Salary:** Scale H3

**Reports to:** Science Prep Room Manager

**Purpose of post:**

To deliver a first class technical support service to the Nower Hill Science Department in the organisation and delivery of the Science Curriculum in the school and to assist the teaching staff in the teaching of all science subjects across Key Stages 3 and 4 as appropriate.

**Main duties and responsibilities:**

**General points:**

* This is not an exhaustive list of all the post-holder’s tasks. Employees are expected to carry out such other reasonable duties that may be required from time to time and to be flexible in order to ensure the most effective organization and delivery of learning.
* Core and other duties may vary in order to take into account the changing nature of the Nower Hill Science Faculty and of the demands made upon it. Such change is typical of the job and, as such, does not constitute a change to the general job description.

**Core Duties:**

1. Health and Safety.

* Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work, and be proactive in monitoring and ensuring compliance.
* Undertake appropriate training in the application of health and safety law including COSHH, CLEAPSS standards and the school’s own health and safety policies. Apply these legal requirements, standards and policies as instructed by your line manager.
* Remove from use any equipment that is deemed unsafe and report it to your line manager.
* Report any misuse of tools, equipment and materials.
* Cooperate with the Senior Management Team (SMT) on all matters connected with health, safety, welfare and safeguarding.
* Assist teachers, when requested, in carrying out risk assessments for demonstrations and practicals.

2. Supporting the Delivery of the Science Curriculum

* Respond to teachers’ weekly Requisition of their required practicals and demonstrations by: preparing in advance of lessons all necessary equipment, resources and documents; delivering

them to the relevant classroom and laying out as requested; clearing and washing up at the end of lessons; returning all equipment to the prep room or storage area as appropriate.

* Provide technician support to your line manager, or Technical Manager, as instructed by him/her, reporting routinely on progress.
* Apply generic lab technician skills to deliver high quality practicals and demonstrations to be used in physics/chemistry/biology lessons.
* If requisitioned by teachers, follow the control procedures for the use of radioactive sources to safely transport the sources and associated equipment from the ‘Radiation Cupboard’ to the classroom and then return them after use. You must first be trained by the School’s Radiation Protection Supervisor or the Physics Technical Manager before you can carry out this task.
* Help in the trial of assessed practicals.
* Assist teachers in the distribution of photocopied documents.
* Help to supervise school science trips.
* When requested, assist teachers with demonstrations and practicals in the classroom.

3. Maintaining Equipment and Resources

* Help conduct half termly lab checks and report problems regarding labs, fume hoods and equipment. Help ensure the laboratories (including sinks) are regularly cleaned and that the gas taps and electric sockets are regularly checked for foreign objects inserted into them. Report issues to your line manager.
* Monitor stock of materials and equipment. Report on stock levels and shortfalls to your line manager.
* Keep prep rooms clean and tidy.
* Follow established systems as instructed by your line manager.

4. Professional Development

* Work within the school’s performance review process, to evaluate and improve performance and take full advantage of the training and development available.
* Together with your line manager, take responsibility for personal professional development keeping up-to-date with developments related to school efficiency, which may lead to improvements in school processes.

**Other Duties**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
* On a rota basis and with plenty of notice, to provide administrative support on the exam results days in August, for about 4 hours each day, for which time off in lieu on an INSET day will be given.

**05/18**

**SCIENCE TECHNICIAN**

**PERSON SPECIFICATION**

**Essential:**

* A suitable person to work with young people.
* Ability to make decisions.
* Awareness of sterile working practices and allied necessary skills.
* Knowledge/experience of using computers for word processing/spreadsheets, databases etc.
* Child-centred approach. Must recognise that science is a practical subject which places a heavy burden of responsibility on a technician.
* Ability to work independently and co-operatively.
* Wholehearted support for the implementation of the school’s Equal Opportunities Policy.
* Strong interpersonal skills.
* A ‘can do’ approach in the work environment.
* Strong work ethic and willingness to take responsibility.
* High level organisation skills and attention to cleanliness in the work environment.
* Excellent attendance and punctuality.

**Desirable:**

* A-level or equivalent qualification in a science orientated subject, or relevant work experience.