Guilsborough Academy
Guilsborough Multi Academy Trust

Job Description

Post **Science Technician – Level 2**
Post Holder
Responsible to **Senior Science Technician**

To undertake, duties in support of the work of the teaching staff in the science department.

MAIN DUTIES AND RESPONSIBILITIES

a.) The preparation of materials and equipment for science lessons.
b.) Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
c.) General duties in support of the teachers in the Science Department.
d.) The precise duties would be determined by the Director of science consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

A) Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage;
- Preparing necessary solutions;
- Checking individual components in and out for class use;
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock;
- Advice staff of any problems, including safety aspects;
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- Returning apparatus, etc. and chemicals to storage as soon as practicable;
- Repairing damages or arranging for this to be done;
- Constructing apparatus and equipment.

B) Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Storing materials tidily;
- Keeping equipment clean;
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.

- Carrying out safety checks on equipment, e.g. Bunsen tubing etc

C) Maintaining the stocks of science chemicals and equipment, for example:
- Taking stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

Person Specification

Quality	**Essential**	**Desirable**
Qualifications	Minimum 5 GCSEs including English and Maths	Science qualification
Experience	Interest and enthusiasm to work with young people. Clerical or office experience	Experience of working with children or young people. Experience of working within a team with specific responsibilities within that team.
Specialist training or knowledge	Confidence in using computer programmes such as Word and Excel and some experience of database systems.	
Physical	Physical fitness to enable the delivery of support and resources across the school site to the two science areas, one of which is on the second floor.	
Personality	• Caring and understanding attitude to all students and motivation to work with young people. • Commitment to promoting self-esteem • Friendly and confident • The ability to work successfully as a member of a team both within the Science Department and in the wider context of the school • Good organisational and time management skills. • Good communication skills (orally and in writing) – ability to communicate with students, staff and suppliers as appropriate • The use of initiative in order to deal with unforeseen circumstances as they arise • A willingness to undertake further training	