

## **JOB DESCRIPTION**

**JOB TITLE:** Part time Science Technician (0.5)

**SALARY:** competitive

**RESPONSIBLE TO:** Subject Leader for Science

# **OVERALL PURPOSE OF JOB**

To work as the Science Technician supporting and developing experiments and practical lessons in Chemistry, Biology and Physics at both GCSE and A Level. This will also involve supporting the teaching staff in all areas of science and supervising student learning activities.

**DUTIES AND RESPONSIBILITIES**

1. Preparation of workshop apparatus/equipment and materials as required
2. Advising and assisting in the preparation and trialling of practicals and controlled assessments and to keep confidentiality where necessary
3. To collect and replace equipment and materials after use and clean when necessary.
4. To check and maintain equipment ensuring it is in good working order and, where possible, repair of apparatus
5. To supervise students while they are working with science equipment
6. To support, guide and supervise groups of students with their planned learning activities
7. To work with the teachers to develop lessons, work plans and the classroom environment
8. To be proactive in managing behaviour, promoting self-control, independence and integration of the students
9. To assist with the ordering and storage of equipment, stock and stationery
10. Organising the stock taking of all equipment, with relevant risk assessments, and using storage and disposal arrangements as required
11. Safe disposal of restricted waste materials
12. To check and update the department’s inventory, on an annual basis
13. To undertake routine safety checks as prescribed and maintain a safe environment

14 General clerical duties concerned with keeping textbooks and coursework (as required) in good order

15 Responsibility for Health and Safety within Science department, writing risk assessments for experiments and demonstrations, informing staff about potential risks when necessary.

16 Ensuring H&S records are accurately maintained and up to date.

17 To attend relevant courses concerning the work of technicians and to keep up to date on Health and Safety matters.

18 To act as a First Aider for the area.

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** | Must be educated to at least GCSE Level in a Science subject  Good all round level of education to include Maths and English to  GCSE (Grade A – C) or equivalent level 2  First Aid Certificate or willingness to achieve within a specified time period.  Competent Microsoft Office user | Good all round education to include relevant qualifications at level 3 in a Science subject.  NVQ2 in Laboratory Associated Activities (LATA) or NVQ in Laboratory Technicians in Education |
| **Experience and knowledge** | Previous technician experience  Experience of managing and organising resources  A good knowledge of relevant Health and Safety requirements  Demonstrable knowledge of Equality and Diversity | Understanding of Child protection (Safeguarding Agenda) and the willingness to increase knowledge  Previous experience working in an educational environment |
| **Skills and Abilities** | Relevant practical skills  Well organised with excellent attention to detail  Good interpersonal, time management and organisation skills  Flexible and adaptable individual  Articulate and capable of working on own initiative.  Ability to work positively with children and young people  Understands the importance of following school policies and procedures, and able to show initiative where appropriate. |  |