

<b>College:</b>	De Lisle College
<b>Job Title:</b>	Science Technician
<b>Grade:</b>	6
<b>Hours:</b>	37 hours per week, term time, 08:30 to 16:30 Mon-Thurs, 08:30 to 16:00 Fri
<b>Responsible To:</b>	Head Teacher, Head of Science, Science Technician Manager and Senior Science Technicians
<b>Key Relationships/ Liaison with:</b>	College staff, students
<b>Job Purpose:</b>	To provide Laboratory and General Assistance to the Science department as part of the team of Technicians. The nature of the work requires an adequate technical knowledge and the utmost care to ensure a safe working environment

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- 1 Preparation of equipment and materials for science practicals, projects and assessments
- 2 Post holder has good understanding of technical procedures related to the job and how they fit into function of section and work area
- 3 To carry out laboratory duties including:
  - periodic stock checking and replacement as required
  - organisation of storage
- 4 Organises and prioritises work on a daily basis
- 5 Requires minimal supervision to complete tasks within set procedures
- 6 To follow Health and Safety guidelines at all times
- 7 Advising and demonstrating of equipment to staff
- 8 Preparation of specialist equipment for Field Studies
- 9 Maintenance of petty cash accounts and the purchase of perishable materials
- 10 To carry out other duties, which may be decided from time to time within the grading of the post

A list of activities likely to be carried out can be found in Appendix 1

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- Work to promote and apply the colleges Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- As a member of staff working in a college setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by college policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

**Subject to the duration of the need and by negotiation, the special conditions given below apply:**

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- The post holder may be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise students on educational visits
- As a member of staff in a college setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

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

## Appendix 1

### **Practical Class Activities:**

Responsible for routine provision, and ensuring the availability, of equipment, materials and chemicals required for class activities, demonstrations and projects, including practical assessments, as requested by teaching staff, up to and including Key Stage 5, across the whole science syllabus. Assisting teaching staff in the classroom, setting up equipment, sorting problems arising re materials and equipment. Take equipment to labs, hand out to pupils, receive back, and clear up lesson equipment.

### **Design and construction of equipment:**

Responsible, in conjunction with teaching staff, for the construction of basic apparatus and glassware, referring complex matters to a more senior technician.

### **Organisation and Storage:**

Responsible for organisation and storage of equipment, materials, and the care of plants and pond. The growing and cultivating of specimens required in the greenhouse and pond, and to grow and maintain microbiological cultures, enabling students to undertake practical work in accordance with timetables.

### **Health and Safety:**

Responsible for carrying out routine safety checks and maintenance on apparatus and materials as required by Health and Safety regulations: an awareness of safety issues affecting technicians, staff and students, and taking appropriate action to reduce the possibilities of accidents. Ensuring safe disposal of chemical, microbiological and animal waste in accordance with appropriate COSHH guidelines referring to CLEAPSS.

### **Maintenance:**

Undertaking repairs and maintenance of equipment to maximise its usage and minimise the need for replacement. To clean equipment used by students to ensure that it is available when required. Cleaning benches, sinks and other areas of laboratories and prep rooms. Maintain all facilities in laboratories and prep rooms, reporting faults to the appropriate personnel.

### **Administration:**

Responsible for monitoring the stock of consumable and non-consumable materials, in conjunction with other technicians. Administer booking systems for, and set up, audio-visual equipment.

- **Consultations:** Advising teaching staff on the availability of materials. Advising and assisting PGCE students to enable them to deliver safe and effective practical lessons. Advising them on lesson procedures and classroom practice.
- **In-service Education and Training:** Responsible for attending in-service courses as agreed with the Head of Science and Science Technician Manager, where attendance would benefit both the college and the professional development of the post holder.

## PERSON SPECIFICATION

### JOB TITLE: SCIENCE TECHNICIAN

#### REQUIREMENTS

Qualifications

#### ESSENTIAL

Professional  
science  
qualification  
OR relevant  
experience

#### DESIRABLE

Professional  
science  
qualification

Appearance, health

Good health record

Smart appearance

Experience, skills

Previous laboratory  
experience

Previous school  
laboratory  
experience

Good  
numeracy and  
literacy skills

To be self-motivated  
and work with  
minimum of  
supervision

Good  
communications  
skills

Good organisational  
skills

Shows initiative

To work as team  
member

Attitude/

Ability to work quickly and under pressure

Temperament

Reliable, punctual, good attendance

Flexibility

Willingness to undertake training