



## **Science Technician**

North London Grammar School is a modern independent grammar school, situated in Hendon, North London, with state-of-the-art facilities. Students benefit from small class sizes and highly interactive learning. The school is a warm and welcoming environment, with a supportive team and an investment in training. This is an exciting time to be joining the school in a new phase of our growth.

The Science Technician will work in the Science Department. The core function of the role is to provide technical support to the work of the teachers in the Science Department. A key factor in the success of any Science Department, Science Technicians enable the smooth running of the subject by ensuring that apparatus is operating properly and safely for the use in practical Science lessons.

The candidate will be meticulous with attention to detail, have the ability to prioritise and support with managing the department budget. The candidate will also be highly organised, approachable, and able to demonstrate excellent interpersonal and communication skills, will have a passion for supporting the department's needs in teaching and learning in order to raise standards in progress and achievement.

## Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p><b>Job Title:</b> Science Technician <b>Reporting Line:</b> Head of Department <b>Hours:</b> Full Time <b>Salary:</b> School's own salary scale <b>Role Summary:</b></p> <p>Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.</p>
Line management responsibility for	N/A
	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"><li>• Preparation and assembly of apparatus and components for demonstration, class practical work, assessments, and examinations. To prepare solutions and materials.</li><li>• To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.</li><li>• To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances.</li><li>• Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.</li><li>• To assist in maintaining records of apparatus, reagents, and materials, including inventories and records of breakages.</li><li>• To inform the Head of Department of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.</li><li>• Monitor and manage stock cataloguing resources and undertaking audits as required.</li><li>• Purchase of consumables from local shops as required.</li><li>• To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.</li></ul>

- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- Filing of paper resources on return to preparation room and duplication of resources as required.
- Organising weekly practical/ teaching requests and coordinating room changes as, and when required. Working towards a 1 week in advance requisition system using the department requisitions process.
- To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation/ storerooms.

### **Health and Safety Compliance**

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste.
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance.
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.
- To carry out responsibilities, commensurate with the position, as defined within the following policies and procedures:
  - Equal Opportunities
  - Health, Safety & Welfare
  - Child Protection
  - Data Protection
  - Risk Management

### **Auditing**

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the Science equipment

### **Operational**

- Promote the School to current parents and potential parents.
- Work with SLT and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- To prepare for and attend after school performances and shows.

### **Staff**

- Work as a team with other staff members.
- Support and mentor students.
- Be responsible for participating in all self-development activities including appraisals etc.
- To attend school INSET days and after school training sessions.

### **Pastoral Care**

- Be fully conversant with, and apply, the School's child protection policy and all related issues.
- Promote good attendance and monitor it in accordance with School policy.
- Promote the general progress and well-being of pupils
- Work as a form tutor where required.

### **Professional Standards**

- Support the aims and ethos of the School and carry out the school's strategic plan.
- Treat all members of the School community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Participate in the School's extracurricular programme.
- Take responsibility for personal professional development within the School's CPD programme.
- Attend all departmental and staff meetings, Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar.
- Take responsibility for matters relating to health and safety.
- Undertake duties that may be reasonably assigned by the Head Teacher (directly or indirectly)

**You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole**

	<b>school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.</b>
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You may also be required to undertake such other comparable duties as the School requires from time to time.

**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.**

## Person Specification – Science Technician

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential/ Desirable</b>
<b>QUALIFICATIONS</b>	
GCSE 5 A* - C or equivalent, including science	E
Knowledge of COSHH and CLEAPS guidelines	D
Experience in relevant discipline or related qualification	E
Willingness to work flexibly when required	E
Hold a recognised qualification at NVQ level 3 or equivalent experience.	E
Minimum 2 years experience	E
Master's Degree	D
<b>EXPERIENCE AND KNOWLEDGE</b>	
Experience of working in a laboratory environment	E
Experience of working with young people	E
Knowledge of volumetric and quantitative technique	E
Understanding health, safety and welfare regulations and best practice	E
Knowledge of particular subject/technical area	E
Knowledge of relevant policies/codes of practice/legislation	E
Ability and enthusiasm to work jointly with colleagues	E
Full working knowledge of relevant policies/codes of practice/legislation	E
Commitment to the safeguarding of children and young people	E
<b>SKILLS AND ABILITIES</b>	
Demonstrate outstanding practice.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E

Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
<b>Personal Attributes</b>	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm.	E
Confidence and excellent inter-personal skills.	E
Loyalty and confidentiality.	E
Committed to continuing professional development for self and others.	E