



Science Technician **Job Description**

Reporting to: Senior Science Technician/Director of Science
Salary range: Scale 4, £24,054 - £24,927 pro rata (approx: £17,156 -£17,464)
Work Pattern: Monday to Friday, 30 hours per week,
38 weeks (Term time only)

PURPOSE OF JOB

The Science department technicians work as a team within which the post holder is responsible for the following duties with particular, but not exclusive, emphasis on the service to Science and is responsible to the Senior Technician.

MAIN ACTIVITIES AND RESPONSIBILITIES

To play a full part in all aspects of laboratory organisation i.e. setting up and operating appropriate systems, storage of equipment, materials and apparatus with particular emphasis on Health & Safety in prep rooms and laboratories where appropriate -

1. To ensure and be responsible for the preparation and delivery of practical lessons to AS and A2 (specialised practicals at A-level standard). This involves liaising with the teacher, checking that stock is available, assembling all chemicals and glassware required (including making accurate solutions, specialised equipment and providing Health and Safety advice)
2. To carrying out preparatory work for science classes. Clearing away apparatus, materials and equipment after use and returning items to store and disposing of waste (including hazardous waste) as appropriate
3. Checking practical provision, i.e. prepared trays, cupboards and replenishing materials as appropriate. Matching facilities to requirements.
4. Supporting teaching staff with regard to departmental procedures, including Health & Safety issues and assisting with the induction of new members of staff.
5. Providing technical advice and assistance to teachers and pupils, setting up demonstrations and assisting in practical classes as required.
6. Maintaining general laboratory tidiness, cleaning and routine care of laboratory apparatus and equipment including glassware.
7. Liaising with other school based staff to ensure laboratory facilities are maintained
8. Setting up and maintaining specialist resources such as microbial cultures and using specialist equipment, e.g. autoclave and gas cylinders
9. Co-operating with teaching staff in the development and implementation of new schemes of work for use with students including the setting up of resources
10. Control and, store safely all chemicals flammables and specialised solutions, ensuring that current H&S, COSHH & ESCC regulations are adhered to.
11. Responsibility for the preparation of practical lessons for one A level subject, either Biology, Chemistry or Physics

12. Preparation, setting up apparatus for and assisting with practical exams and assessed practicals for A levels.
13. Maintaining plant and animal collections as directed
14. Assisting in the maintenance of stock levels and stock books reporting to Senior Technician as appropriate.
15. Assisting with the checking of resource materials to maintain adequate levels of stock.
16. Checking and maintaining adequate levels of paper based resources for lessons
17. Carrying out basic construction work and modification of apparatus
18. To attend relevant CPD courses, where appropriate
19. Participating in maintaining satisfactory standards of safety and security in regards to the technician service in the Science department in accordance with the School's and Local Authority's policy.
20. Liaising with outside agencies for information and advice where necessary
21. Other appropriate technical duties for the Science department as directed by the Senior Technician.
22. Be pro-active in the development of new resources/schemes of work at KS3/4 and 5 by liaising with the appropriate Key Stage co-ordinators.

LONDON BOROUGH OF LEWISHAM
Person Specification

Title: Science Technician

School: Forest Hill School

Reports to: Senior Science Technician/Director of Science **Grade:** Scale 4

KNOWLEDGE/SKILLS (Essential Requirements)

Qualifications/Training

NVQ 3 or equivalent qualification or experience in relevant discipline
Good numeracy/literacy skills

Knowledge and Skills

- Confident in the use of and able to assist staff to utilise a range of technology (e.g., computers, digital photocopiers, finishing equipment etc) and the ability to multi-task
- Strong IT skills including use of Word, Excel, Outlook and database entry
- Able to handle volume of work and work effectively under pressure
- Able to work quickly and accurately to deadline
- Excellent oral and written communication skills
- Organisational skills to develop maintain and enhance existing systems

Experience

- Experience of using the full range of Microsoft Office suite and other appropriate software.
- Experience of working in a customer-focussed environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed
- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
- Ability to advise managers and others correctly and in appropriate manner

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

- To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.