

## Science Technician

### Job Description

---

<b>Job Title</b>
Science Technician
<b>Salary</b>
Grade 14
<b>Responsible to</b>
Head of Science
<b>Hours</b>
35 hours per week (term time only) Permanent

<b>Job Purpose</b>
To provide practical and administrative support for the teaching of Science.

<b>Main responsibilities and duties</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Prepare equipment and materials for practical science lessons and clear away promptly afterwards</li> <li>• Maintain equipment in accordance with Health and Safety requirements.</li> <li>• Actively keep abreast of current Health and Safety regulations.</li> <li>• Organise safe and secure disposal of hazardous waste</li> <li>• Monitor and maintain stock control, ordering materials and equipment as required.</li> <li>• Maintain a safe and tidy working environment.</li> <li>• Carry out and record daily, weekly and termly safety checks on all equipment.</li> <li>• Contribute to the production and review of risk and COSHH assessments.</li> <li>• Provide support to the Science teaching staff during lesson time.</li> <li>• Supervision of the classroom in the temporary absence of the teacher.</li> <li>• Participate in department trips as and when requested.</li> <li>• Attend department meetings as required.</li> <li>• Provide support for lecture demonstrations and Open Evenings</li> </ul> <p><b>Other Specific Duties</b></p> <ul style="list-style-type: none"> <li>• Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.</li> <li>• Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• Promote actively the school's corporate policies</li> </ul>

- Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days
- Undertake other responsibilities as determined by the Headteacher, following consultation

#### **Special notes of conditions**

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

#### **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

# Science Technician

## Person Specification



Category	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>Educated to A level standard</li> </ul>	<ul style="list-style-type: none"> <li>A-level /degree in a Physics-related subject</li> </ul>
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>Good working knowledge of Health and Safety legislation as it relates to this position.</li> <li>Knowledge of COSHH regulations in relation to the safe handling and storage of chemicals.</li> <li>Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.</li> <li>Good ICT skills</li> <li>Ability to prepare and maintain a range of equipment.</li> <li>Ability to identify work priorities and manage their own workload.</li> <li>Ability to work in a way that promotes the safety and wellbeing of children and young people</li> <li>Ability to maintain accurate work records and inventories.</li> <li>Ability to work effectively as part of a team.</li> <li>Willingness to participate in further training and developmental opportunities offered by the school.</li> </ul>	<ul style="list-style-type: none"> <li>Good working knowledge of Microsoft Office</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>Experience of working as a Science Technician</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Energy and stamina</li> <li>Positive, can-do attitude</li> <li>Flexible approach in relation to work</li> <li>Ability to accept and follow instructions</li> <li>Cheerful outlook</li> </ul>	

<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK</li> <li>• 2 professional references</li> </ul>	
--------------------------------	--	--