

# Bishop Ullathorne Catholic School

## Job Description

Job Title:	Science Technician
Reporting to:	Head of Department
Salary/Grade:	Grade 4
Standard hours:	37 hours per week 8am to 4pm, term time only plus three weeks

### Job purpose:

Under the line management of the Head of Science, to coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

The main tasks are:

- the preparation of resources, assembling apparatus
- obtaining materials by local purchase
- giving technical advice to teachers, technicians and students
- carrying out risk assessments for technician activities
- assisting in practical classes and carrying out demonstrations

### Maintenance of faculty resources and facilities

- To ensure that equipment, chemicals, materials and apparatus, including teaching aids are maintained and prepared in a serviceable and safe condition.
- To undertake simple repairs and where applicable recommend or arrange outside repairs, replacement or maintenance.
- General maintenance of laboratories and preparation room with responsibility to ensure laboratories are left in a suitable state to facilitate cleaning by cleaners.
- To deal with spillages/emergences during practical activities.
- To ensure the gas, water, electrical connections, chemical solutions and other materials are left and or stored in a safe and secure condition ready for re-use.
- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to ensuring the department's resources are maintained to the required standards.
- To monitor the condition and stock levels of apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.
- To assist with the diagnosis of faults and take necessary action accordingly.
- Assist with the safe handling, storage and transportation of chemicals in according with health and safety procedures and guidelines.
- To complete orders for materials and stock. This will include liaising or negotiating with suppliers and finance department to source, cost and suggest economic alternatives to maintain stock levels
- To index/catalogue all chemicals, apparatus, materials so that resources are stored safely and logically, in order to keep stock records and maintain resources.

### Maintenance of a safe working environment

- To actively contribute to the assessment monitoring and review of both health and safety procedures and information resources.
- To keep up to date with current procedures and practices through continuing professional development.
- To provide technical support and support on health and safety issues to teaching and technical staff.
- To give health and safety advice to technical staff, teachers and students.

- To ensure the safe treatment and disposal of waste materials including hazardous substances and responding to actual or potential hazards.
- To ensure the healthy and safe storage and accessibility of equipment and materials.
- To keep up-to-date with health and safety requirements and with developments in practical science. This includes attending courses and reading publications etc.
- To check fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.
- To organise the storing and checking the condition of chemicals and equipment including undertaking simple repairs. Where applicable recommend or arrange outside repairs, replacements or maintenance.
- To attend department meetings.

### **Assisting in the classroom**

- To contribute in the design, development and maintenance of specialist resources and/or long-term projects
- To offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum to include:
  - designing, constructing and modifying apparatus
  - setting up and caring for plant and animal collections
  - preparing standard solutions etc. purifying chemicals, treating waste.

### **Other duties:**

- To be trained as the Science departments first aider and to take on that role.
- To be fully briefed and trained in Safeguarding and Child Protection and liaise when necessary with named staff and be willing to be a part of the procedures for the school.
- To identify own training needs and request training.
- Ensure confidentiality at all times.
- To promote a positive school ethos and uphold school's Catholic ethos.
- To carry out other reasonable duties and responsibilities within the range of the salary grade as agreed with the Headteacher/ Line Manager.
- All duties and responsibilities must be carried out with due regard to the schools Health and Safety Policy.

## Science Technician Person specification

Attributes	Job requirements: essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• of scientific equipment e.g., ammeters, voltmeters, chemistry equipment etc.</li> <li>• of safe working practices (particularly in relation to the handling, storage and usage of hazardous equipment and tools).</li> </ul>	<ul style="list-style-type: none"> <li>• of developments in practical science</li> <li>• of COSHH AND CLEAPSS regulations</li> <li>• of basic first aid.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• to construct simple items of equipment for classroom use</li> <li>• identify simple faults of an electrical and mechanical nature in equipment, and to undertake minor repairs as appropriate e.g., soldering, glass preparation, general maintenance</li> <li>• to maintain appropriate working relationships with staff and students, including confidentiality, flexibility, and good communication skills</li> <li>• to undertake further training as required e.g., scientific terms and procedures and first aid etc.</li> <li>• to problem solve and prioritise workload and to work in an organised but flexible manner</li> <li>• to undertake general clerical tasks e.g., filing, stocktaking, processing, and checking orders.</li> </ul>	<ul style="list-style-type: none"> <li>• to prepare standard solutions</li> <li>• to dispose of chemicals</li> <li>• to carry out safety checks</li> <li>• to provide technical and health and safety support.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• to understand and interpret requirements accurately</li> <li>• to communicate effectively by questioning, listening, clarifying and recording of information</li> <li>• to effectively use of Microsoft ICT packages including word and excel.</li> <li>• to work in a supportive team environment and establish positive relationships with students and staff.</li> <li>• to prioritise own workload to meet agreed deadlines</li> <li>• to work without direct supervision</li> <li>• to handle confidential information correctly</li> <li>• to be flexible and use initiative</li> <li>• to work accurately and flexibly under time pressure</li> <li>• to work effectively under pressure, remaining calm in difficult situations.</li> </ul>	
<b>Educational Achievements</b>	<ul style="list-style-type: none"> <li>• a minimum of GCSE grade C or equivalent in English, Maths and a scientific subject.</li> <li>• able and willing to undertake training and development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• A levels or equivalent in sciences.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• of working in a busy school environment and/or as a science technician</li> <li>• or working as an industrial lab technician.</li> </ul>

**Notes:**

1. *Please use the CES Form for your application and complete the supporting statement, which should take account of the job description and person specification. To help us, please give an outline of the key elements of your experience and qualities that prepare you for this particular post.*
2. *Although an emailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.*
3. *On receipt of your application form, we will be applying for references. Could you please complete the separate reference consent form.*
4. *If you are shortlisted for interview, we will request a social media check to be completed.*
5. *We are committed to safeguarding and promoting the welfare of children and appointments will be subject to rigorous safeguarding checks including enhanced DBS and references. The post holder must share our commitment to safeguarding and promoting the welfare of children. Candidates who have been successfully shortlisted will be asked to complete a self-declaration to confirm any (non-protected) criminal disclosures or information that would make them unsuitable to work with children.*
6. *The post is exempt from the rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot consider them. Further information about filtering offences can be found in the DBS filtering guide.*