



JOB DESCRIPTION & PERSON SPECIFICATION

Science Technician

BOW SCHOOL

44 TWELVETREES CRESCENT, BOW, LONDON

E3 3QW

T: 020 7536 5525 F: 020 7987 4504

E: hr@bow-school.org.uk

www.bow-school.org.uk



Job Description

Post Title:	Science Technician
Purpose:	To work as a member of the science department, providing a technical service to science teaching within and including all science laboratories, the technicians' rooms and associated storage areas
Reporting to:	Senior Science Technician
Resources responsible for:	Science Materials & Chemicals
Working Time:	Full time, Term time only (35 hours a week)
Scale/Grade	Scale 4
Key Duties and Responsibilities	
<ol style="list-style-type: none">1. Preparing class practicals ordered advance in line with departmental policy.2. Ensuring all practical classes have the correct materials delivered before lessons commence and all materials removed promptly at the end of all practical classes.3. Constructing, modifying, maintaining and operating standard laboratory equipment, for example water distillation, centrifuge, titrator, pipetting machines, pH meters, standard solutions.4. Ensure all laboratories are well stocked and resourced – this to include all standard lab equipment in line with departmental policy and stationery – class & board pens, pencils, rulers, lined paper and books.5. General Maintenance and repair, including cleaning of apparatus, equipment including basic maintenance of services + ensuring all science apparatus is tidied away and stored appropriately.6. Maintain a detailed departmental Chemical, Physical, and Biological equipment log which is reviewed with the Senior Science Technician annually at end of Summer term.7. Setting up and carrying out practical demonstrations to pupils, teachers, student teachers and TAs8. Providing technical support in practical lessons9. Providing technical and specialised subject advice and assistance to staff and pupils10. Following strict safety procedures and safety checks and advising staff where	

<p>appropriate of Health and Safety issues / appropriate risk analysis for practicals – in accordance with COSHH and CLEAPPS specifications.</p> <p>11. Setting up and maintaining specialist resources, including plant and animal collections – alive and preserved.</p>
<p>12. Provide assistance with preparation for Open Evenings and with Bow School Science loan collection, at Bow School or participating local schools.</p> <p>13. Handling of petty cash float and keeping a record of spending for the science department.</p> <p>14. Laboratory care and management – to include daily laboratory checking of Emergency Aid equipment, sinks, gas, electrical and water supply, and fire escapes.</p> <p>15. Manage and maintain fume cupboards in compliance with manufacturer’s specification.</p> <p>16. Dealing with equipment and apparatus breakages in the Science department.</p> <p>17. Support science teaching staff in the positive management of student behaviour by calling appropriate staff if necessary.</p>
<p>Other Specific Duties</p>
<ol style="list-style-type: none"> 1. Identify CPD opportunities to ensure that you are up to date with technical developments, especially those which can save time and improve reliability 2. Attend Science Department meetings 3. Keeping records on textbooks and stationery on a termly basis. 4. Preparation of orders, keeping invoices and order sheets in a neat well ordered filing system.

<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<p>The post holder will be required to demonstrate a continual positive commitment to the school’s policies including those relating to safeguarding children, health & safety, and equal opportunities.</p>
<p>This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.</p>

Person Specification



Post Title:	Science Technician	
	Essential	Desirable
Qualifications, knowledge and training	<ul style="list-style-type: none"> • Educated to at least A level or equivalent • Excellent ICT skills • Basic knowledge of Health and Safety regulations • A good understanding of a range of chemicals and their properties 	Science Degree Knowledge of the National Curriculum
Experience		Experience of working in an inner city school or education establishment
Personal Skills and Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to conduct risk assessments • Good organisational skills • Ability to relate to students from a variety of different backgrounds • Ability to work effectively and supportively as a member of a team • Ability to undertake a range of practical tasks • Ability to carry out routine maintenance of equipment • Willingness to continue professional development • Knowledge and understanding of equal opportunities 	
Special Requirements	<ul style="list-style-type: none"> • Qualified first aider or willingness to undertake appropriate training. 	