

## **Job Description**

### **SCIENCE TECHNICIAN**

**Post Title:** Science Technician

**Purpose:**

- To provide quality support for both pupils and teachers in both curricular and extra-curricular activities in Science
- To carry out a range of tasks and duties which support the work of the Science department and the promotion of Science throughout the school.

**Reporting to:** The Head of Department

**Liaising with:** All members of the Science Curriculum Area, the senior member of staff who line manages Science, the Headteacher, other Leadership Team members and relevant support staff

**Working time:** 35 hours a week – Term time only + 1 week (39 weeks)

**Salary:** APT&C Scale 5

#### **Operational planning at curriculum area level**

- To support the aims and ethos of the school and promote science methodology
- To participate in Science planning and policy making under the leadership of the Head of Science

#### **Teaching and Learning**

- To be a role model for assisting teachers, co-operating with them to ensure that teaching and learning in Science are of a high standard
- To make a positive contribution to discussions concerning the practical implications of new curriculum or teaching requirements
- To prepare apparatus, materials and solutions and set up equipment and apparatus for use in practical classes and where requested to carry out demonstrations.
- Retrieve and clear away apparatus as required on a daily basis
- To provide technical advice and assistance to teaching staff and pupils, assisting in practical lessons as required
- To keep abreast of developments within the area of responsibility including initiatives at a local, national and global level
- To use, recognise and promote the importance of new technologies
- To communicate a positive image of the area of responsibility and the school
- To play a key role in fostering an inviting environment supportive of teaching and learning

#### **Leadership and Management**

- To act as a positive role model
- To take responsibility for own personal development liaising with both the senior team line manager and the person responsible for CPD if different

#### **Involvement in and accountability for performance management**

- To participate in performance management, setting challenging objectives
- To identify development needs which reflect school, departmental and individual aspirations and to take part in relevant training, including visiting other schools to gain and share good practice

## **Pupil Identification, Monitoring and Outcomes**

- To support teaching staff in securing appropriate outcomes for pupils which demonstrate added value

## **Resources**

- To ensure that health and safety policies and practices, including risk assessments are in line with national, local and school requirements and that satisfactory standards of safety and security are maintained in relation to Science technical services
- To be responsible for ensuring the provision of appropriate, comprehensive, high quality and value for money support
- To maintain, construct, modify and repair apparatus under the guidance of CLEAPSS
- To organise and store equipment, apparatus and materials including chemicals on site in accordance with curriculum area policy and where appropriate established guidelines
- To maintain stock system to ensure levels on site and advise the Head of Department of quantities and specifications for materials, including chemicals, apparatus and minor equipment required
- To organise stock books and carry out stock checks as required, keeping appropriate records
- To dispose of and arrange for the disposal of waste laboratory materials
- To participate in the selection of new items of equipment
- To be responsible for obtaining materials by local purchase
- To be responsible for initiating purchase, storing, maintaining and preparing a range of materials to mount displays in the Science area
- To ensure appropriate paper resources are always available
- To participate in both the routine and non-routine checking, cleaning, maintenance, calibration and testing of the ICT data logging equipment, sensors and associated software

## **Additional Duties**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example
- To carry out any other duties as may reasonably be required by the Head of Department and Headteacher
- Carry out preparatory work for science classes. Clearing away apparatus, materials and equipment after use, returning items to store and disposing of waste (including hazardous waste) as appropriate
- Checking practical provision, i.e. prepared trays, cupboards and replenishing materials as appropriate. Matching facilities to requirements.
- Supporting teaching staff with regard to departmental procedures, including Health & Safety issues and assisting with the induction of new members of staff.
- Providing technical advice and assistance to teachers and pupils, setting up demonstrations and assisting in practical classes as required.
- Maintaining general laboratory tidiness, cleaning and routine care of laboratory apparatus and equipment including glassware.
- Liaising with other school based staff to ensure laboratory facilities are maintained
- Setting up and maintaining specialist resources such as microbial cultures and using specialist equipment, e.g. autoclave and gas cylinders
- 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
- Assisting in the maintenance of stock levels and stock books reporting to Senior Technician as appropriate.
- Assisting with the ordering of resources etc., using ICT as appropriate
- Checking and maintaining adequate levels of paper based resources for lessons

- Carrying out basic construction work and modification of apparatus
- Assisting teachers and pupils in the provision of ICT within the department.
- Setting up and maintaining the data logging equipment and network of laptops and supporting their use within the classroom.
- General maintenance of the Interactive whiteboards including the cleaning of filters and liaising with the School's ICT Support services.
- To be aware of current developments in ICT software for Science, assessing its suitability, liaising with Teaching staff and organising the ordering via the Head of Department
- To attend relevant CPD courses to keep up to date with the changes in both hardware and software
- To be the main point of contact between the Science department and ICT technical staff to ensure that equipment and technical problems are addressed
- 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.
- Liaising with outside agencies for information and advice
- Other appropriate technical duties for the Science department as directed by the Head of Department.
- Head of Department must be informed of any external bodies entering the Science Department.
- Making provision for staff to try out new experimental techniques within the prep room area.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

## SCIENCE TECHNICIAN

### Person Specification

**Note:** You will not be considered for the post without having met the essential requirements listed in the selection criteria below:

	Essential / Desirable
1. ONC, City and Guild, BTEC/TEC First Certificate or equivalent qualifications in appropriate subjects and qualifications in English and Maths [GCE 'O' Level/CSE Grade 1/GCSE A* - C]	E
2. Evidence of background experience relevant to the duties of the post [i.e., technical support in an educational establishment]	E
3. Capability to use basic laboratory skills and knowledge of available materials, apparatus and equipment.	E
4. Ability to work as a team member and schedule own work to meet the demands of the post.	E
5. Ability to exercise initiative within established guidelines.	E
6. Broad based technical knowledge and skills in Science with experience of applying these in an educational situation.	E
7. Ability to communicate effectively both orally and in writing with all members of the school community.	E
8. Experience in responding to the technical demands with sometimes tight deadlines whilst maintaining a good sense of humour.	E
9. To keep abreast of developments in science including initiatives at a local, national and global level.	E
10. Understanding of current Health and Safety regulations related to the management of equipment and chemicals and the ability to carry out risk assessments as appropriate.	E
11. Ability to work proactively in managing the safe and efficient daily running of technical services to the science department, use of resources and space.	E
12. Physically fit to be able to push a large laptop trolley and equipment.	E
13. Willingness to undertake further training and professional development.	E
14. Willingness to administer and be trained in first aid and hold a full certificate.	E
15. High level of general laboratory technical skills and the ability to respond technically to changes in course content and teaching method	E
16. Ability to manage systems of acquisition, processing maintaining stock.	E
17. An understanding of and commitment to the school's and Local Authority's Equal Opportunities Policy and an ability and willingness to promote equality of opportunity through the duties of the post.	E

## **Other Responsibilities**

### **1 Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **2. Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **3. Health and Safety**

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **4. Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

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*This job description will be reviewed annually 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 School in relation to the post holder's professional responsibilities and duties.*

Name of post holder \_\_\_\_\_

Signature of post holder \_\_\_\_\_

Date \_\_\_\_\_