



The Queen Katherine School Job Profile

Post title: Science Technician

Job purpose:

To work as part of the Science Technician, team to coordinate the use and maintenance of practical resources and facilities in order to provide a complete laboratory technical resource to the school.

Accountabilities/Duties:

- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment to the stores in a safe and secure manner.
- Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order maintain a safe and stimulating learning environment for students.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with laboratory demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.
- Keep up to date with current procedures and practices through continuing professional development.
- Safe treatment and disposal of hazardous substances.
- Healthy and safe storage and accessibility of equipment.
- Under guidance of supervisor / Head of Department to ensure routine and non-routine checking, maintenance, cleaning, testing and repairing of equipment to ensure that all equipment is safe and ready to use in lessons.
- To contribute to the design, development and maintenance of specialist resources and/or long term projects such as the science wildlife garden.
- Ensuring the availability of materials through checking stock, and helping to source materials economically and efficiently.
- To organise resources for open evenings and taster days.

Key relationships:

Science Teaching staff

Science Technician Colleagues

Students

Other Teaching staff

Working environment:

Science laboratories and prep rooms within the science department spread across the lower and upper school and situated across 3 floors, this presents logistical problems moving equipment around the campus. Working areas in the prep rooms are cramped and too small creating health and safety issues including trip hazards and manual handling problems.

Occasional working in the wildlife garden areas within the school.



The Queen Katherine School Person Specification

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	Essential	Desirable
Qualifications/ Competencies	<p>GCSE Science or equivalent</p> <p>Willing to undertake relevant training, to learn new skills and update existing knowledge</p> <p>High level of literacy and numeracy</p>	A Level Science or equivalent
Experience	Working in a team and on own initiative	<p>Scientific background</p> <p>Experience of working in an educational setting</p> <p>ICT Experience</p> <p>Making up chemical solutions</p>
Knowledge	Able to demonstrate an understanding of the importance of health and safety	<p>Confident in using technical scientific equipment</p> <p>Up to date knowledge of Health and Safety, risk assessments and COSHH</p> <p>Working knowledge of the National Curriculum</p>
Skills	<p>Care and attention to detail with a conscientious and methodical approach to work</p> <p>Good organisational skills and personal time management</p> <p>Ability to work under pressure, prioritize tasks and work to deadlines</p> <p>Ability to multi-task</p> <p>Competent ICT user</p>	A practical and hands on attitude
Personal Skills	<p>Genuine interest in working with young people</p> <p>Good communication skills and confidence to work with colleagues and students</p>	Willingness to undertake training as and when required