

JOB DESCRIPTION

POSITION: Science Technician (Full or Part Time)

SCALE: Scale 4

HOURS & PAY: 35 hours each week term time plus 8 days (based on full time)

PURPOSE OF JOB:

- To organise and lead the science technician service at Brook Sixth Form & Academy. This will include overseeing preparation, repair, construction and maintenance of resources and providing support as needed to staff and pupils.

DUTIES

- To prepare materials, resources and equipment for daily use in the Science Departments
- To support teachers in the classroom e.g. during demonstrations and/or helping with practical skills
- To help maintain laboratories and prep rooms, including arranging repairs
- To ensure the learning environment is safe and first aid boxes are replenished
- To advise staff on the state of materials and stock levels, and to order equipment
- To keep accurate records of all new rules and regulations, including the updating of Hazard Cards, Chemical Safety Data Sheets, Student Safety Sheets and Recipe Cards
- To assist the Heads of Science in the management of departmental budgets
- To conduct subject specific monthly, termly and yearly safety checks
- To issue and track textbooks and other subscriptions
- To maintain a stock of stationery within each laboratory and prep room
- To prepare items for display boards and School Open Days, including taking photographs of Science activities
- In conjunction with the Teachers of Science, to trial and adapt new practical's and equipment to ensure they work before being used in the classroom
- To act as an Emergency First Aider for the Science Departments
- To attend and support Open and Taster Days
- Managing lab for all 3 science departments
- Developing and maintaining systems for stock control and inventory management
- Conducting full COSHH checks and ensuring all health and safety documentation is kept up to date and compliant with regulations independently
- Managing internal order forms requested by science staff, and maintaining a clear filing system to track orders
- Supporting teachers with lessons planning by advising on suitable practical's and adapting to available resources
- Developing and managing a lab scheduling system to coordinate practical's across all disciplines
- Writing and updating tailored risk assessments for practical's and chemical usage to ensure safety compliance.
- Trialling and troubleshooting new practicals and equipment to ensure they are classroom-ready.
- Acting as the Health and Safety point of contact in science, ensuring best practices are followed and proactively addressing potential risks.

- Improving chemical and equipment storage systems, including clearer labelling and more accessible, safe organisation across prep rooms.

Criteria	Essential	Desirable
Education & Training	• Training in a Science or Science related subject • GCSEs at Grade C+/4+, including Mathematics and English (or equivalent)	• Degree (or equivalent qualification) • First Aid training, or willingness to undertake a First Aid qualification • Health & Safety training and/or qualifications
Experience		• Experience working as a Science Technician (supporting Physics or Biology) • Experience of independent and/or boarding education and/or Catholic education
Skills and Aptitudes	• Excellent written and verbal communication skills • Excellent IT, administrative and organisational skills • Ability to plan effectively and to meet deadlines	
Disposition and personal qualities	• Understanding of the importance of promoting and safeguarding the welfare of children • Initiative, drive and enthusiasm to develop practice to best support learning • Integrity and ability to give clear and consistent witness to values of care, trust and respect • Highly motivated, proactive and keen to learn • Ability to relate effectively to students • Ability to adjust to change and development	

TRAINING AND DEVELOPMENT

- Undertake training as appropriate for the role

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer

be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

The science technician will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the science technician will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS check and digital screening. Appointments are also subject to satisfactory reference/medical clearance.

The post is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.