

Park High School

Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details: **Science Technician**
Scale: **H04 (£20,667 - £22,425)**
Actual Salary: **£17,598 - £19,095**
Hours: **36 hours per week, Term Time only (8.30 – 4.30)**

Job Purpose

The post holder will have particular responsibility for the effective operation and maintenance of a prep room and 3 laboratories used for Science lessons.

Management Structure

All science technicians report to the Science Technical Manager

Principal Accountabilities

1. Preparation and set up of apparatus and equipment for any practical lessons in the Laboratories, copying of any worksheets required and ensuring relevant books are available.
2. Responsibility for ensuring the return of equipment etc to storage after checking and cleaning.
3. Responsibility for the control of stock of materials and equipment.
4. Routine maintenance of equipment.
5. Provision of half termly reports of faults and equipment requirements to the Science Technical Manager.
6. General cleaning and servicing of specific laboratories and work areas.
7. To ensure safe working practices at all times and keep up to date regarding Health and Safety and new equipment.
8. Other duties as required by the Headteacher.

Person Specification

1. Job Related Knowledge/Aptitudes/Skills

Aptitude for using computers to produce spreadsheets, enter data and produce documents.

Practical "hand-on" skills in use and maintenance of electrical equipment.

Experience of working in a laboratory is preferable but not essential.

2. Experience

Experience of working in a science orientated role.

3. Educational

Minimum of 4 GCSE's at grade C or above or equivalent including English, and mathematics.

4. Personal Skills

Self motivation

Able to communicate clearly and accurately both orally and in writing.

The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of people.

Understanding of Health and Safety matters relating to the safe operation of laboratory and preparation areas.

The ability to operate prescribed systems relating to laboratory and preparation room organisation, including keeping written records.

The ability to adapt to changes in teaching methods and courses taught.

Good organisational skills and ability to keep work area clean and tidy.

Ability to prioritise effectively

Attention to detail

Willingness to participate in relevant training.

5. Equal Opportunity

An understanding of sound equal opportunities practice and a commitment to its implementation

6. Other

Some aspects of the role may be physically demanding and may include tasks such as; use of ladders to access equipment, lifting and carrying, and accessing all areas of the building.