



Role Profile: Science Technician (part-time – 0.5)

Purpose

The post holder will undertake a variety of technical and planning tasks to support laboratory work within the Science Department. This will primarily involve the preparation, management and maintenance of apparatus and other resources.

Professional Standards

- Supporting and promoting the aims and ethos of the school
- Inspiring trust and confidence in colleagues
- Working collaboratively and with a commitment to continuous improvement
- Actively contributing to the successful enactment of departmental planning
- Participating in the management of the Science Department by attending appropriate staff meetings
- Ensuring that all deadlines are met as identified by the Head of Science and teaching colleagues in the Science Department
- Be proactive in supporting individual teachers in discharging their duties in relation to matters relating to safeguarding and health and safety
- Undertaking duties that may be reasonably assigned by the Headmaster or members of the Operational Leadership Team (directly or indirectly)

Key Responsibilities

- Managing the storage and maintenance of science equipment and resources in the Science Prep Room and the Science Laboratories, as required by the Head of Science, Teachers of Science and the Senior Science Technician
- Coordinating equipment to meet the needs of a wide range of practical classes, as advised by colleagues in the Science Department
- Ensuring that appropriate health and safety procedures are followed
- Assisting pupils in practical lessons as necessary and as directed by teaching colleagues in the department
- Preparing equipment and materials for specific Science lessons to ensure that sufficient and accessible apparatus and materials are made available for all pupils
- Trialing experiments prior to classes, as requested by colleagues in the department
- Ensuring the correct disposal of all chemicals and waste materials, including broken glass
- Routinely maintaining, cleaning and testing equipment
- Photocopying for teaching colleagues in the department, as requested and as time allows
- Assisting with displays in the Science Laboratories and the Kayes Building
- Supporting the work of STEM Clubs within the Prep and Senior Schools

Safeguarding Responsibilities

- Complying with safeguarding policies, procedures and the employee code of conduct
- Demonstrating a personal commitment to safeguarding and pupil/colleague wellbeing
- Ensuring that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engaging in safeguarding training when required

Person Specification

	Essential	Desirable
Experience & Qualifications		<ul style="list-style-type: none"> • Qualified Science Technician • Courses of further study relevant to the post • Qualifications in additional areas of interest • Evidence of involvement in personal CPD
Skills and Personal Characteristics	<ul style="list-style-type: none"> • Enthusiasm for working within an educational setting • Some experience of working in a scientific environment • An ability to communicate effectively with staff in a variety of ways • Organisational skills and the ability to follow guidance and instructions • An ability to think originally and creatively, showing initiative when required • A commitment to support the ethos of the school as a community • An ability to cope with a busy working day and a varied programme of Science teaching • A sense of humour • Evidence of the ability to work as a member of a team • Excellent attendance record • High standards of professionalism • Warmth, sensitivity and an understanding of pastoral care needs • A concern for the reputation of the school • An ability to contribute to extra-curricular activities 	<ul style="list-style-type: none"> • Knowledge of working within a Science Department • Experience of working within an educational setting • Good ICT skills • Excellent administrative abilities

	Essential	Desirable
Other	<ul style="list-style-type: none">• Ability to respond flexibly and adapt to changing and challenging circumstances• Ability to maintain strict confidentiality of information received and process as part of the job role• Ability to set and maintain high standards• Ability to project a professional image for the school• Willingness to undertake appropriate training	