**Job Title:** Science Technician

**Grade:** B1 SCP 13 - 17

**Reporting to:** Curriculum Leader of Science

**Job Purpose:**

#### To work closely with the Curriculum Leader of Science, the purpose of this role is to ensure the smooth operation of all aspects of our Science laboratories.

**Responsibilities:**

* Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes or demonstrations.
* Clear bench tops and fittings, eg drawers, cupboards, fume cupboards in laboratories and ancillary room.
* Prepare stock solutions and replenish re-agent bottles.
* Maintain and supervise aquaria, vivaria, animal and plant experiments and livestock.
* Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
* Maintain stock of necessary materials and any stock records required.
* Annually check and take stock of equipment and materials, updating the Inventory where necessary.
* Construct models and apparatus for use in the Science area.
* Carry out first-line maintenance repairs to damaged apparatus.
* Maintaining the established ant colony
* Undertake, in any department of the school, any Science work appropriate to the grading and skills of the technician.
* As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
* Carrying out other jobs as required by the Principal.

**Key Skills:**

* Friendly and well organised team-player.
* Works on own initiative.
* Good telephone manner with parents/carers and other outside agencies.
* Uses good interpersonal skills to work effectively with staff and students.
* Works to deadlines and encourages others to do so.
* Able to prioritise workloads.

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications / Experience | * GCSE Science or equivalent | * Experience of working in a school environment or of working with young people * A Level/HNC or equivalent in a Science | * Application * Interview * References |
| Skills | * Good communication and interpersonal skills * Ability to work well under pressure and use your own initiative * Good organisational skills * Good time management skills, including the ability to work to deadlines |  | * Application * Interview * References |
| Knowledge and Understanding | * Familiar with simple lab apparatus/chemicals * Able to prepare solution * Maintain/repair electrical apparatus | * Familiar with biological/chemical/physical apparatus to undergraduate standard | * Application * Interview |
| Continuous Professional Development | * Commitment to own professional development |  | * Application * Interview |
| Special Working Conditions | * Able to lift/carry boxes of books etc. | * Knowledge of relevant Health and Safety | * Interview |
| Personal Qualities | * Effective team member * Flexible and willing * Drive and determination * Energy, enthusiasm and a sense of humour * Positive and encouraging * Ability to maintain confidentiality * Smart appearance * Reliable and trustworthy |  | * Application * Interview * References |

*The Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*