

## Job Description Template

<b>Role</b>	<b>Science Technician</b>
<b>Job Purpose</b>	<b>To support the safe delivery of experiments and practical activities within science lessons in order to optimise teaching and learning.</b>
<b>Accountable to:</b>	Senior Science Technician/Chief Technician
<b>Accountabilities</b>	<p><b>1. Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>a) Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales.</li> <li>b) Trial, and assist teaching staff in trialing, any experiments prior to lessons.</li> <li>c) Where relevant, assist in the mounting of displays and visual aids.</li> <li>d) Provide assistance to the teacher during lessons, particularly if any equipment malfunctions.</li> <li>e) Assist pupils in safely using equipment and undertaking experiments, giving demonstrations as required.</li> <li>f) Maintain protocols for standard experiments, records and readings for experiments as required.</li> <li>g) Provide support to relevant extra-curricular activities and whole school events.</li> </ul> <p><b>2. Health and Safety</b></p> <ul style="list-style-type: none"> <li>a) Check that risk assessments are kept up to date and employed for all relevant experiments, reminding relevant members of staff if they are not.</li> <li>b) Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines.</li> <li>c) Ensure that all relevant hazard information accompanies an experiment and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom.</li> <li>d) Ensure the correct disposal of chemical and biological waste according to COSHH regulations.</li> <li>e) If qualified, provide emergency first aid to staff and students.</li> </ul>

	<p>f) Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages.</p> <p><b>3. Management of resources</b></p> <p>a) Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.</p> <p>b) Manage, within the constraints of space, the safe, organised and tidy storage of all the above.</p> <p>c) Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order.</p> <p>d) Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.</p> <p><b>4. Training &amp; development</b></p> <p>a) Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job.</p> <p>b) Hold an up-to-date first aid qualification.</p>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> <li>Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>Contribute to the school's programme of extra-curricular activities.</li> <li>Support and contribute to the school's responsibility for safeguarding students.</li> <li>Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>Engage actively in the performance review process.</li> <li>Adhere to School policies.</li> <li>Undertake other reasonable duties related to the job purpose</li> </ol>

	required from time to time.
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

### Example Person Specification

#### Skills Required

Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Good manipulative/manual handling skills	Essential

#### Knowledge Base

Good, basic background knowledge of science	Essential
A detailed knowledge of a specific science discipline	Desirable
A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets	Essential
Ability to use e-mail and access information from the internet	Essential
More advanced level of ICT knowledge (such as use of dataloggers)	Desirable

#### Qualifications/Attainment

	Level	
GCSE Maths, English and Science (or equivalent qualification)	Grade C or above	Essential
'A' level in at least one science discipline (or equivalent qualification)	Grade C or above	Desirable
A relevant science technician qualification	NVQ 2 or above	Desirable
A first aid at work qualification or willingness to obtain		Desirable

#### Experience

Have some laboratory experience, either academic or industrial	Essential
Handling laboratory equipment or chemicals	Desirable

#### Attitude/approach

Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	Desirable
Discreet and able to deal with confidential information (e.g. exam practicals)	Desirable
Willingness to contribute to extra curricular activities and school events	Desirable