

**Featherstone High School
Job Description**



Post: Science Technician
School: Featherstone High School
Grade: 4
Reports To: Head of Science and Senior Science Technician

Job Purpose

- To provide general and practical support in the school science laboratories.
- To assist all Class Teachers in providing pupils with a relevant and effective experience.
- To ensure the maintenance of a healthy and safe working environment.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

1. Provide technical advice and support to Class Teacher as required.
2. To assist in practical classes and carry out demonstrations under the direction of the teacher.
3. Following guidelines provided prepare and set out experiments, scientific and audio-visual equipment, chemicals, specimens etc for laboratory use (this includes moving items between laboratories where necessary).
4. To contribute to the design, development and maintenance of specialist resources and or long-term projects.
5. To be responsible for ensuring that cover work, set by teaching staff, is placed in rooms and that this is then collected, to be given to staff on their return. To ensure that subsequent requisitions are altered to take into account cover situations.
6. To assist with corridor and classroom display board upkeep.
7. Invigilate exams where necessary.
8. To be able to safely use and dispose of material including hazardous substances and be able to respond to actual or potential hazards appropriately.
9. To be responsible for the safe storage and accessibility of equipment and materials.
10. To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations.
11. To ensure the availability of suitable materials and equipment, compiling orders, sourcing and costing.
12. Keep up to date records of stock.
13. Under appropriate guidance ensure that routine and non-routine checking, cleaning and maintenance, testing or repairing of equipment is carried out.
14. Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources.
15. Keep up to date with current procedures and practice through continuing professional development.
16. Administer First Aid (must hold first aid certificate or be prepared to train for certificate).
17. Maintaining safety standards in line with current legislation.

18. To adhere to school policy on equality and diversity.
19. Other duties commensurate with the level of the post as required.

General Duties

20. These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the school.
21. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
22. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
23. To participate in Performance Management annually, in line with school policy.
24. To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively.
25. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
26. To work effectively and successfully in your team within school

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 postholder.

Date Issue:
Signature of Post Holder:
Signature of Head teacher:

Person Specification

		Essential (E)	Desirable (D)
	Qualifications and Experience		
1.	NVQ 2 in Laboratory and Associated Technical Activities or NVQ 2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent would be an advantage.	E	
2.	Experience of working in a school environment would be an advantage.		D
	Professional Specification		
3.	Commitment to support extra-curricular activities	E	
4.	Experience of working in a confidential environment	E	
	Professional Skills and Attributes		
5.	Ability to carry out risk assessments in relation to laboratory work. Able to act calmly under pressure.	E	
6.	Ability to maintain a range of tools and equipment.	E	
7.	Ability to prepare equipment and materials for lessons as requested by teaching staff.	E	
8.	Very good communication skills, ability to communicate with people at all levels.	E	
9.	Able to deal with a number of different situations in quick succession.	E	
10.	Good level of accuracy and detail.	E	
11.	Ability to follow instructions accurately.	E	
12.	Ability to work as part of a team and independently.	E	
13.	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	E	
14.	Knowledge of COSHH and H&S regulations in relation to the safe handling and storage of chemicals.	E	
15.	Able to act calmly under pressure.	E	
	Personal Qualities		
16.	A flexible and proactive work ethic	E	
17.	Attention to detail	E	
18.	Honesty and trustworthiness	E	
	Demonstrates the Commitment to:		
19.	Safeguarding and promoting the welfare of young people	E	