# JOB DESCRIPTION

| Science Assistant Technician | |
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| Salary band | |
| Department / reporting to | Chemistry Department [Science]/ Chemistry Technician and Head of Chemistry [Science] |
| Hours per week / weeks per year | 18 hours per week (actual days and working hours to be discussed at interview) term time only (32.2 weeks per year) |
| Employment status | Permanent |
| Purpose and objectives of role | • To support the chemistry technician in ensuring provision of requirements for chemistry teaching.<br>• To provide occasional support to biology and physics technicians during busy periods. |
| Key areas of responsibility, tasks and duties | **Promote and safeguard the welfare of the children and young people with whom you come into contact**<br>• Restock basic equipment and supplies in chemistry labs<br>• Tidy labs and equipment as required<br>• Load and unload the dishwasher<br>• Visually check equipment trays on their return to the prep room and report any issues to the chemistry technician<br>• Make equipment trays presentable, as directed by chemistry technician<br>• Keep floor and surfaces in prep room clean as appropriate<br>• Complete basic admin work, such as filing and displays<br>• Creating paper/card/laminated resources as required<br>• Other reasonable tasks as directed by the chemistry technician or HoD chemistry [science] |

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| USP<br>benefits<br>challenges<br>opportunities | • A position requiring a combination of technical and practical skills.<br>• The unique status of the school provides variety and interest as well as an exceptional working environment.<br>• Opportunity to contribute to departmental effectiveness and the School's success.<br>• Lunch is provided free in the School dining hall. |

| Person specification | | |
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| | Essential | Desirable |
| Education and qualifications | • Minimum of GCSE A-C, O-level (or equivalent) level in English and Mathematics | • IT literacy |
| Specialist knowledge and skills | • Adaptability; proven ability to adapt to new techniques and technology<br>• Enthusiasm; highly motivated to support department<br>• Flexibility<br>• Resourcefulness; be prepared to take on additional duties | • Show initiative and be proactive<br>• Desire to help staff and pupils<br>• Knowledge of and interest in carbon footprint reduction and reducing energy waste |
| Interpersonal and communication skills | • Smart and personable<br>• Ability to develop and maintain professional and effective working relations with colleagues<br>• Ability to communicate clearly and confidently with a wide range of people<br>• Tact, diplomacy and discretion | • Ability to provide motivation and support to staff and pupils |
| Relevant experience | • Able to provide evidence of successful work experience or previous employment | • Previous experience in a school environment |
| Additional requirements | • Reliability and punctuality<br>• Energy and motivation<br>• Ability to contribute to and embrace change and innovation<br>• Ability to multi-task, take on additional tasks/responsibilities and work hard while retaining a sense of humour | |