

Science Technician (Part Time)

Job Description & Person Specification



To support the provision of high quality teaching, effective use of resources and the highest standards of learning for all pupils.

Duties and Responsibilities

The main responsibility of the Science Technician will be to operate a system where equipment and chemicals can be checked in and out on a daily basis to members of the department. To be able to locate all the equipment within the department and to ensure that this is safely put back in the laboratory.

Health & Safety

- To be familiar with the Health & Safety procedures for working in laboratories and report any concerns to the Head of Department and Facilities Manager
- To ensure that the laboratory is fully equipped, including hand towels, safety goggles etc, and that any concerns regarding laboratory facilities, including sinks and lighting are reported to the Site Manager
- To know how to respond in case of an emergency in the laboratory
- To locate and use the Hazard Cards which give details about handling, first aid and disposal of chemicals
- To use the department Risk Assessment proformas for chemical and general practical work
- To maintain data logging equipment and be able to demonstrate its use
- To ensure that all pupils heed laboratory rules

Laboratory Management

- To manage and maintain suppliers' chemical data sheets and the chemical cupboard inventory
- To ensure that apparatus and materials are put out in the laboratory in readiness for lessons
- To ensure that all materials and apparatus used in lessons are cleaned and put away promptly

Support

- To work alongside Head of Department in the organisation and execution of the whole school Science Week, Parents' Evenings and Open Mornings
- To assist in updating the Tracking Pupil Progress in Science
- To assist in adding Science Department information to the intranet as directed by the Head of Department
- To action any CLEAPS updates as necessary in a timely manner
- To set up and maintain a system for the distribution of scientific literature to other staff teaching Science and for the keeping of an electronic/paper copy of worthwhile articles submitted by staff
- To manage publications and literature received into the department to ensure that current literature only is kept to hand

- To assist in and develop laboratory displays
- To provide classroom support in the teaching of Science to Years 3 to 8, under the direction of the teacher

Qualifications, Experience & Training

- GCSE's in English, Maths and Science
- The Technician will preferably have experience working with children, in a school environment in a similar role
- The successful candidate will be required to complete child protection training online (arranged by the school) before they commence the role, where they have not already received training in the past two years

Competences & Qualities

- We are looking for a Technician who is an enthusiast
- The Technician should have a sense of humour and be approachable
- The Technician must assist in making learning enjoyable
- It is expected that the Technician will be helpful and assist with ideas and planning
- The Technician should be keen to attend courses to further their professional development
- The Technician will be expected to encourage an atmosphere of mutual respect when dealing with boys, staff and parents
- The Technician has to be an excellent communicator – with children and adults alike
- The Technician must be able to work as part of the school's team
- The Technician has to enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children
- The ability to use ICT

Working Time

- 25 hours per week: Monday to Friday, 8:30am – 1:30pm
- 38 weeks per year (Term time plus 2 weeks)
- 4 weeks plus one day paid statutory holiday (to be taken during school holidays)
- Pay scale of £10-12.80 per hour depending on experience.

Benefits

- Membership of Group Life Pension after 3 months – 5% employer contribution subject to 3% personal contribution
- Death in Service Benefit – 2 x annual salary
- Personal Accident Cover

Davenies School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants are required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.