



Job Title: Science Technician
Responsible to: Head of Department
Remuneration: Grade 3, pro rata to hours and weeks worked
Hours: TTO

- All personnel are to share in the corporate responsibility for the expectations and vision of the school and the well-being of all pupils and staff. Furthermore, all personnel are required to work within the co-operative principles.
- The post holder may be required to undertake other duties appropriate to the post as required.

JOB PURPOSE

- To work as a member of the Science Department assisting with the preparation of quality Science lessons for all pupils.
- To share the corporate responsibility for the education and well-being of learners in accord with the policies and procedures within the school.

KEY RESPONSIBILITIES

- To ensure all materials and equipment is ready for practical lessons or demonstrations and that it is removed after use, cleaned (including glassware) accounted for and returned to store.
- To ensure that laboratories and equipment are kept in a safe and tidy manner. Including checks of all services to ensure correct operation; maintenance of chemical store and prep room security.
- To undertake routine maintenance and stock checks of chemicals, facilities and equipment.
- To prepare/ manufacture equipment/ apparatus/ specimens in support of teaching staff for lessons. In addition to the routine preparation of glassware, agar plates etc. this role will include adapting or creating items to support the scheme of work.
- To carry out basic maintenance of scientific equipment.
- To prepare solutions/ reagents for general laboratory use.
- To ensure chemical and biological waste is stored and disposed of correctly.
- To be responsible for all animals and plants in the school laboratory.
- To assist teaching staff in the preparation/running/supervision of practical lessons and demonstrations.
- To maintain the department filing system.
- Support the department in working the reprographics team to ensure all requests for Science are completed.
- Use CLEAPSS to inform staff of Health and safety issues or concerns.
- Work with Key Stage co-ordinators to plan scheme of work timings for the provision of effective resources.
- Co-ordinate the purchase of perishable items for lessons and authorise purchases by staff for said items.
- To undertake such other related duties commensurate with the role.

Signed		Member of staff		Date	
Signed		Line Manager		Date	

TECHNICIAN (SCIENCE)

PERSON SPECIFICATION

TRAINING, QUALIFICATIONS AND EXPERIENCE:

- Experience of general technical and resource support is desirable but not essential
- Possess good numeracy and literacy skills.
- Experience as a Science Technician or equivalent scientific background is desirable but not essential

Knowledge/Skills:

- Possess good understanding of the relevant subject area or an aptitude for learning the relevant aspects of these subjects.
- Ability to use relevant equipment and resources.
- Have knowledge of all 3 science disciplines
- Knowledge of the relevant policies and codes of practice and awareness of relevant legislation.
- Ability to identify own training and development needs and cooperate with the means to address these needs.
- Ability to relate well to children and adults.
- Ability to relate well to staff, pupils, parents and representatives of outside agencies
- Good literacy and numeric skills to accurately complete and maintain relevant records.
- Ability to work as a team member as well as to own initiative without direct supervision.
- Ability to demonstrate effective use of ICT.
- Willingness to participate in development and training opportunities.
- Knowledge of relevant health and safety legislation

Personal Style and Behaviour:

- Interpersonal sensitivity and concern when dealing with pupils, parents, and school staff.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the school.
- Personal commitment to continuous self-development.
- Personal commitment to continuous school improvement.
- Willing to comply with the School policies and codes of practice.
- Personal commitment to the School's professional standards, including dress code as appropriate.

WORK RELATED CIRCUMSTANCES:

Commitment to the school's Equal Opportunities Policy.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.