

SCIENCE TECHNICIAN Job Description

<u>Job Title:</u>	Science Technician
<u>Department:</u>	Science
<u>Directly Reporting to:</u>	Head of Department
<u>Banding & Salary:</u>	United Learning Support Staff Pay Scale FTE: £25,050 per annum Actual: £21,519 per annum
<u>Hours & Weeks:</u>	37.5hrs a week. 39 weeks a year.

Overall Job Purpose:

Technicians provide technical support to activities carried out in the science departments at the school.

The technical team is responsible for the maintenance and security of science resources in the laboratories and preparation rooms. The team ensures that all equipment and materials are prepared for demonstration and class practical's, this includes setting up and checking equipment. It is expected that they will make a significant contribution to the continued success of students at all key stages

Key responsibilities:

- Carry out maintenance and basic first line repair of science equipment, if necessary recommending repairs by outside contractors or replacement to supervisor
- Prepare and retrieve equipment and materials for demonstration purposes or for use by teaching staff and pupils
- Organise storage of equipment, apparatus and other resources in line with health and safety regulations.
- Maintain stock levels of apparatus and resources notifying the senior technician of any shortfalls.
- Ensure that all equipment and laboratories are cleaned and cleared after use including chemical spillages
- Under the direction of the Head of Department ensure safe storage and use of laboratory equipment in line with Health & Safety regulations
- Under the direction of the Head of Department ensure the safe disposal of all chemicals in line with Health & Safety regulations.
- May be required to support teaching staff in lesson delivery by assisting or demonstrating a practical
- Undertake the routine care of plants and animals.
- The duties listed above are example of duties at this level and other duties of a similar level / nature may be undertaken by individuals and are not excluded simply because they are not itemised.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.
- Help maintain a safe working environment by:
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested by your Manager

Other:

- Contribute to the overall ethos / work aims of the Academy.
- Provide a courteous reception to staff, young people and visitors.
- Carry out lunch duty as required as part of the role.
- Carry out First Aid duties as required as part of the role.
- Participate in training and other learning activities as required.
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Attend meetings as and when required.

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

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	Essential	Desirable
EDUCATION/QUALIFICATIONS		
A level or BTEC Science	X	
GCSE Maths/ English	X	
KNOWLEDGE AND EXPERIENCE		
Knowledge of science equipment, resources and related procedures	X	
Have good, written and verbal communication skills and be able to relate well to school staff..	X	
Be able to work effectively under pressure.	X	
Ability to ensure day to day use, maintenance and security of science, and other expensive equipment	X	
Ability to organise own workload within recognised procedures	X	
Good hand/eye coordination and dexterity	X	
Adaptability/Flexibility	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Ability to prioritise, plan, organise and manage work life balance	X	
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	X	
Excellent time management and organisational skills	X	
Excellent interpersonal, presentation and communication skills, both written and spoken	X	
Ability to contribute to wider school administration and initiatives		X