The Bishop Wand Church of England School

Position	Science Technician	**Grade**	Surrey Pay S3
Department	Science	**Work Pattern**	20 hours per week Monday: 8.00am – 3.30pm Wednesday: 8.00am to 3.00pm Friday: 8.00am to 3.00pm *(30 minutes lunch per day)*
Line Manager	Lead Science Technician		

Job Profile

Job Purpose
Within current Health and Safety statutes and procedural guidelines, to prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and to manage the acquisition, safe storage and disposal of equipment and chemicals required in connection with delivery of the School's science curriculum.

Key Responsibilities
1.1 CURRICULUM SUPPORT 1.1 To check, prepare and set up equipment as required for teacher demonstration purposes or to enable individual students or groups to undertake practical work. 1.2 To check, clean and store equipment and apparatus after use. 1.3 To prepare chemical solutions. 1.4 To construct and repair/arrange repair of equipment as necessary. 1.5 To care for plants and animals in the Science Department. 1.6 To assist staff within the Science Department in developing resources for teaching and learning including FROG virtual learning environment. 1.7 To support teachers, individuals and groups of students in practical learning activities during lesson time and in extra-curricular sessions as required. 1.8 To assist staff within the Science Department in preparing and setting up displays relevant to all the technology subjects. 1.9 To assist the Lead Science Technician in maintaining stock levels of equipment and consumables

ensuring that stock is replenished as required and that all stock control records are updated accordingly.

1.10 To assist in providing advice to students on the correct and safe use of equipment and the inherent dangers in failing to observe proper procedures.

2.0 HEALTH & SAFETY

2.1 To ensure that laboratories are locked at all times when appropriate staff are not present.

2.2 To check materials and equipment, before and after use by a class, for quantity and damage.

2.3 To maintain laboratories to ensure a clean, safe and orderly environment.

2.4 To maintain stocks of chemicals in a safe and secure environment at a level which is appropriate to the needs of the Science Department.

2.5 To organise repairs or specific maintenance of equipment.

2.6 To ensure that dates of expiry for stock on all batches of chemicals are recorded and regularly reviewed and that appropriate action is taken in dealing with chemicals held in stock for excessive periods.

2.7 To advise Science teachers on safety matters and potential problems with equipment.

2.8 To check regularly on the supply of mains services to equipment such as Bunsen burners, fume cupboards, ventilator unit's etc.

2.9 To maintain an inventory of materials and equipment and associated stock taking duties.

2.10 Where animals, insects etc. are kept to ensure that the proper standards of hygiene and feeding are observed at all times.

2.11 To maintain overall supervision of the laboratories and prevent any unauthorised access.

2.12 To undertake the safe disposal of chemical and biological waste.

3.0 PROFESSIONAL DEVELOPMENT

3.1 To undertake training as required by the School to develop knowledge and skills relevant to the work of the Science Department. Such training to include use of chemicals, equipment and also software relevant to the work of the Department.

3.2 To attend training courses and to be proactive undertaking research as required in order to keep abreast of science developments.

4.0 OTHER

4.1 To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.

4.2 Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.

4.3 To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.

Person Specification		
Specification	**Desirable**	**Essential**
Education and Training	Science based A Levels or higher qualification	GCSEs (or equivalent) at Grade C or above including English, Maths and one science subject
Knowledge and Experience	Experience of working in a laboratory environment	Interest in or awareness of scientific issues
		Sound knowledge and experience of Microsoft Office applications including Word and Excel
Abilities and Skills		Ability to plan and prioritise a range of regular and irregular tasks
		Ability to relate in a friendly but firm way with a wide range of personalities and to provide high levels of customer service
		Excellent written and verbal communication skills
		Strong organisational skills and ability to be adaptable
		Ability to work effectively as part of a team

Revision Date: September 2018