Cheadle Hulme School

Role title: Science Technician
Reports to: Senior Science Technician

Role Purpose

The post-holder is responsible for preparing, setting out and assisting the practical lessons, working closely with teaching staff and the Senior Science Technician. The post-holder will plan laboratory resources, including equipment and materials to ensure that the lessons run smoothly and in line with the School and teaching curriculum, and will contribute to Departmental planning to ensure the effective teaching of practical lessons.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

- Prepare and set out the practical lessons ordered by the teaching staff with due regard for the safety of other laboratory users;
- Give practical support in lessons including demonstrations if required;
- Clear away all the apparatus and related materials safely after use;
- Work with the teaching staff to maintain and improve the effectiveness of the practical lessons;
- Trial practical's as required to test effectiveness and reliability;
- Assist with the practical requirements of the Departmental Societies and School Open Days;
- Prepare stock solutions and collect biological specimens when required/relevant;
- Deal with the departmental photocopying requirements and maintain DVD materials;
- Keeping apparatus and safety equipment in a clean and serviceable condition;
- Attend Departmental meetings when required;
- Be conversant with the requirement and use of any ICT and AV teaching aids within the Department and be proactive in their maintenance. Set up all such aids when required;
- Ensure that there is an adequate supply of consumable materials and apparatus to meet the demands of the teaching timetable, including the stationery requirements;
- Control and maintain the supply and issue of textbooks to relevant staff and pupils;
- Ensure, if required, that the departmental animal stock and plant stock receive due care and attention;
- Control departmental stocks with respect to safe storage, borrowing and purchase of new or replacement items;
- Alert staff to any H&S issues that the post-holder becomes aware of within the parameters of the practical lessons and laboratory environment;
- Report any faults, breakages or damage to the fixtures and fittings within the department and effect simple repairs or take remedial action;
- Help maintain a safe and clean environment in the laboratories, preparation rooms, and stores;
- Be aware of the COSHH regulations and implications with respect to the teaching laboratories and preparation rooms. Use the CLEAPSS documentation to assist;
- Be involved in the organisation of the Departmental resources in order to ensure the effective teaching of practical lessons;
- Be involved in ordering additional resources as required by liaising with the Head of Department;
- Account for invoices for materials and equipment and work with the Head of Department to ensure resourcing is kept within the departmental budget;

Undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

Person Specification

Qualifications	
1	A Level Qualifications in a relevant discipline
2	NVQ or similar qualification in a relevant area is advantageous

Background & Experience	
3	Previous experience of working in a similar role in a laboratory environment
4	Experience of stock control and planning the use of resources, equipment and materials
5	Understanding and previous experience of using AV and ICT equipment
6	Previous experience of working with school age children

Personal Qualities	
7	Excellent interpersonal/communication skills (pupils and staff)
8	Excellent listening skills and the ability to understand needs and requests
9	Good time management
10	Flexible approach
11	Positive attitude to personal development and training

Skills & Competencies	
12	Excellent IT skills to include: Microsoft Office applications and AV literacy and knowledge
13	A thorough understanding of health and safety relevant to the working environment
14	Excellent verbal and written skills
15	Ability to troubleshoot problems, and identify an appropriate solution
16	Ability to plan, organise and prioritise effectively
17	Proven ability to use initiative and be proactive
18	Source information and keep abreast of new technologies and working practices
19	A methodical approach with tasks and strong prioritisation skills