

JOB DESCRIPTION

JOB TITLE	Science Technician
GRADE BAND	BERNJC C5 – C6
RESPONSIBLE TO	Head of Science
DEPARTMENT	Science

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

Work with the Senior Science Technician to ensure the provision of high quality and timely services to support the delivery of the curriculum.

MAIN TASKS, DUTIES & RESPONSIBILITIES

- Ensure the preparation, delivery and setting up of all equipment (where necessary) for use by staff and students including related paperwork for practical sessions.
- Ensure that workshops, laboratories, classrooms and all equipment used are kept clean, tidy and in a safe condition.
- Responsible for photocopying/printing for lessons and cover work
- Carry out routine and non-routine checking and fault investigation of all commonly used equipment and report to the Head of Science in cases where replacements/further investigation might be required.
- Monitor supplies of stock especially those in frequent use and inform Head of Science when further supplies are needed.
- Process orders for stocks and supplies in the Compeat system as requested by the Head of Science
- Be responsible for the safe storage of equipment and materials. Understanding of the correct disposal of waste and hazardous materials, according to the relevant regulations guidelines and school procedures and in line with Health and Safety good practice.
- Confident to refer to Head of Science practical lessons in which known hazardous materials are to be used or uncommon usage is requested.
- Assist in the preparation of equipment and materials for examinations as directed by the Head of Science
- Supervision of Trainee Technician in areas of expertise.
- Provision of higher level practical resources in which a greater degree of accuracy and expertise is required
- Preparation of less common chemical and biological solutions for practical lessons. Eg preparations for A level work in Biology and Chemistry.

[illegible]

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
GCSE English and Maths, grade A* - C or equivalent	E	X	
NVQ2 in Laboratory and Associated Technical Activities (LATA) Educational or other appropriate equivalent qualification or experience	D	X	X
Experience and Knowledge			
Previous experience of working in an educational environment	D	X	X
Basic First Aid Training	D	X	X
Knowledge and experience of school science and current regulations regarding safe working practice	D	X	X
Knowledge and understanding of health and safety regulations	D		X
Familiarity with school science laboratories and equipment	D		X
Understanding of relevant policies and codes of practice	D		X
Commitment to the safeguarding of students	E		X
Skills and Abilities			
Good communication	E	X	X
Able to work on own initiative and within a team	E	X	X
Ability to manage resources	E		X
Able to manage own time effectively	E		X
Able to work under pressure	E		X
Proven ability to work creatively and collaboratively, with a minimum of direct supervision	E		X
Basic ICT skills	E	X	
Willing to self-improve, learn and develop	E		X
Values and Behaviours			
Flexible approach to work	E	X	X
Commitment to customer care	E	X	X
Excellent time keeping	E	X	X
Self-motivation	E	X	X
Flexible approach to work	E	X	X
Contacts and Relationships			
Advise and assist teaching staff in practical activities	E	X	X
Provide guidance and advice to encourage students to engage in practical activities	E	X	X
Excellent communication skills to relate well with: - Students and adults - Headteacher/ Principals	E	X	X

<ul style="list-style-type: none"> - Governors - Contractors - Parents/ guardians - Visitors to the school - Colleagues 			
Physical, Mental and Emotional Demands			
Works with colleagues and some interaction with groups of students who may make emotional demands	E	X	X
Special Requirements			