**JOB DESCRIPTION – SCIENCE TECHNICIAN**

**Full Time Post: Fixed Term Contract Initially**

**Salary Scale 4 Point 7 £20,092 p.a. (£17,186.48 p.a. pro rata)**

**35hrs per week Term Time - 39 weeks per year + Designated Inset/Academy Days**

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| **Responsible for:** | * Preparation, assembly, demonstrations and disposal of laboratory experiments. * Maintenance and provision of Prep. Rooms and 19 Science Laboratories |
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| **Purpose and Objectives of Work:** | **To ensure:**   * Laboratory experiments and demonstrations are prepared to schedule and required standards in accordance with delegated teachers requisitions and the science curriculum. * Experimental materials are cleared, cleaned, restocked and disposed of safely. * Laboratories, equipment and supplies are maintained in the necessary state of readiness for teaching. * Preparing media and equipment including visual aids, handouts, photocopies and computer equipment. * Supporting and co-operating with other team members to meet overall laboratory work, needs and goals. |
| **Main Duties and Activities** | * Preparing laboratory experiments and demonstrations to meet teaching requisitions delegated by the Lead Science Technician. * Movement of equipment and demonstration between preparation areas and laboratories within the Science Teaching Room. * Adherence to Health and Safety standards, guidelines and procedures particularly including laboratory reagents, biological hazards, electrical hazards. * Reprographics. * Clearing, cleaning, restocking and disposing of laboratory experimental and demonstration equipment and supplies. * Maintaining laboratory supplies and requisitioning maintenance through the Lead Science Technician. * Laboratory maintenance. * Fabrication of basic science equipment. * Assisting in stock taking and material control of equipment, supplies and books in the assigned laboratories. * Completing reports to the Lead Science Technician for health and safety incidents. * Maintenance of displays. * To Ensure the Prep. Rooms are kept clean, tidy and safe. * Other appropriate duties as requested by the Lead Science Technician |
| The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.  The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.  All staff have a responsibility for promoting and safeguarding the welfare of children and young persons’s/he is responsible for or comes into contact with. | |

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.

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| **PERSON SPECIFICATION** | |
| **Qualifications** | * HND, GCSE Science, Maths & English * Knowledge of COSHH and CLEAPSS guidelines * Experience in relevant discipline or related qualification * Willingness to work flexibly when required. |
| **Experience** | * Experience of working in a laboratory environment. * Experience of working with young people |
| **Knowledge** | * Has a good understanding of all 3 sciences * Knowledge of volumetric and quantitative technique * Understanding health, safety and welfare regulations and best practice * Ability and enthusiasm to work jointly with colleagues |
| **Skills** | * Commitment * Excellent numeracy/literacy skills. * Effective communication with students, staff & visitors * Ability to prioritise effectively * Work constructively as part of a team, understanding School roles and responsibilities and your own position within these * Ability to be trained in the code of practice relating to the use of chemicals & other hazardous substances * Good organisation and personal management skills * Capable of carrying equipment over 2 floors within the department * Manual ability to handle material & equipment |
| **Personal Attributes** | * To be organized, efficient and reliable * Maintains satisfactory record of attendance & punctuality * Have a polite, friendly and flexible approach to work * To follow instructions * To keep calm and professional at all times |
| **Equal Opportunities** | * Commitment and contribution to School policies * Committed to the promotion of equal opportunities |
| **Safeguarding** | * Commitment to the safeguarding of children and young people |