



William Ellis School

Job Description

William Ellis School is committed to safeguarding children and all appointments are subject to an enhanced CRB check.

Title of Job: Science Technician
Department: Science Support Staff
Grade: Scale 5 Spine point 12-15 (£27,009 - £28,497), term time plus one week
Pro rata salary - £23,732 - £25,040

PERSON REPORTS TO: Head of Science

Purpose of the Job:

To work as a member of a team providing a technical service to science teaching, contributing skills and knowledge to the team and promoting equality of opportunity for pupils and staff. As part of the school's technician team to provide a Technician service on a rota basis within the school.

Main Responsibilities and Activities:

The Science Department technicians work as a team within which the post holder is responsible to the Senior Technician for contributing technical skills and knowledge with a particular but not exclusive emphasis on the service to Years 7-9, GCSE courses and at least one A-level course.

Preparation

1. To prepare apparatus, materials and solutions. To set up and check apparatus and equipment for use in practical classes. To make available audio-visual equipment and accessories.
2. To set up, and on occasions, operate demonstrations and assist in practical classes.
3. To retrieve, clear away and clean apparatus and to maintain general tidiness in laboratories and preparation rooms.
4. To construct and modify apparatus, to trial practical work and provide feedback.
5. To risk assess personal work and class practical work and inform teaching staff of potential risks as necessary.

Care and Maintenance

6. To ensure at all times that the maintenance of conditions in laboratories and preparation rooms is within the regulations set down in the Health and Safety Act 1974.
7. To carry out general repairs and maintenance of apparatus and equipment, including a complete maintenance schedule. To carry out basic repairs of general laboratory services and facilities, reporting all faults to the Senior Technician.
8. To provide routine care of plants and animal collections.
9. To dispose of all waste material as directed in accordance with the appropriate regulations
10. To store all chemicals, solutions, equipment and apparatus in accordance with safety guidelines.
11. To inform the Senior technician of any concerns re health and safety.

Stock Keeping

12. To participate in the organisation and storage of materials, apparatus and equipment, including stock checking and updating records (on a computerised database when possible) and, when appropriate, a complete stock take and renewal of supplies.
13. To participate in the organisation, storage and distribution of all book and stationary requirements, including updating records (on a computerised database when possible).
14. To participate in the identification of new equipment needs and replacement of capital items.

New Technology

15. To set up and assist teachers and pupils in the use of new technology in the classroom, including the operation of data logging equipment, control systems and word-processing/database facilities.
16. To participate in the computerisation of the administration, accounts, stock records and resource libraries of the department.

Administration

17. To assist in the operation of administration and accounts systems.
18. To assist in ordering, receiving and accounting for all supplies, including stationery.
19. To assist in the maintenance of records of expenditure, including handling petty cash.
20. To go to local shops or suppliers for goods as and when necessary.

Special Duties

21. To participate in setting up of equipment etc. for practical exams or assessments, open days, parents' evenings, extra science lessons and Science Club activities.
22. To deputise for Senior technician in his/her absence.
23. Any other technical duties that may be requested by the Headteacher or Head of Science.

Person specification/Selection Criteria

1. ONC, OND, BTEC/TEC Certificate, 2 A-levels or equivalent qualifications in appropriate subjects.
2. General laboratory technical skills and a general knowledge of science.
3. Ability to participate in the technical service to the school Science Department, including setting up and operating systems of laboratory organisation.
4. Ability to work as part of a team of technicians.
5. An ability to respond technically to changes in course content and teaching methods.
6. Ability to communicate effectively both orally and in writing to establish professional relationships with all members of the school community.
7. An understanding of, and commitment to, Equal Opportunities and Safety Policies.