



## Job Description for Science Technician

**Post:** Science Technician

**Reporting To:** Senior Science Technician

### Role Purpose:

Responsible for supporting with the delivery of the practical science provision. Contributing to the effective day to day operation of the Science Department to support the Senior Science Technician/Head of Science in ensuring an effective educational provision.

### Main Duties and Responsibilities

- The preparation of materials and equipment for Science lessons:
  - Carrying out risk assessments for technical activities.
  - Disposing of waste materials.
  - Collecting apparatus and chemicals from storage.
  - Checking individual components in and out for class use.
  - Arranging for apparatus including worksheets, books and audio-visual aids to be available in lessons.
  - Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
  - Preparation of chemicals and solutions.
  - Liaising with staff over use of equipment and stock.
  - Advising staff of any problems, including safety aspects.
  - Assisting with the collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials.
  - Returning apparatus and chemicals to storage as soon as is practicable.
  - Repairing damages or arranging for this to be done.
  - Constructing apparatus and equipment.
  - Purchasing sundries from local supermarkets or other sources.
- Maintaining Science laboratories and preparation rooms and their equipment:
  - Maintaining the cleanliness and tidiness of laboratories in conjunction with the teacher in charge of the room and Catering and Cleaning Manager.
  - Cleaning the sinks, bench tops and cleaning up any chemical spillages from the floor.
  - Storing materials tidily
  - Keeping equipment clean including cleaning of goggles, safety screens, fume cupboards and other items.
  - Looking after animals, insects and plants kept within the department.
  - Carrying out safety checks on equipment.
  - Ensuring appropriate daily, weekly, monthly and annual checking processes across labs and science learning spaces take place.
- Maintaining the stocks of Science chemicals and equipment:
  - Taking stock of chemicals, consumables, stationery, books and breakable items.
  - Ordering stock replacement in liaison with the Senior Science Technician.



- Commitment to developing own expertise and developing those in the science team.
  - Attend all appropriate Science meetings.
  - Participate in CPD activities.
- Provide operational and logistical support to the Science Department.
- Engage actively in the performance review process and continue personal development as agreed at appraisal.
- Contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria and seek/implement modification and improvement where required.
- Review from time to time methods of practical science teaching and related programmes of work.
- Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.

### **Safeguarding**

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- Promote the safeguarding of young people

### **General Responsibilities**

- Contribute to the overall ethos / work aims of the Academies
- Provide a courteous reception to staff, young people and visitors
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Principal and the Leadership Team

### **Other Duties**

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.



## Person Specification Science Technician

Essential Criteria	Desirable Criteria	Evidence
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>GCSE English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in a science related subject (A Level or Degree)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Proof of Qualifications</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Previous experience of working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<p><b>Skills and ability:</b></p> <ul style="list-style-type: none"> <li>Good IT skills in Microsoft Word / Excel, and email</li> <li>Effective oral/written skills.</li> <li>Ability to prioritise work and multi-task</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Application Form</li> <li>References</li> </ul>
<p><b>Disposition/Attitude:</b></p> <ul style="list-style-type: none"> <li>Good interpersonal skills and an ability to communicate effectively.</li> <li>Good organisation and time-management skills</li> <li>An ability to motivate students.</li> <li>A flexible approach to working.</li> <li>Team player.</li> <li>Good attention to detail.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<p><b>Commitment and other requirements:</b></p> <ul style="list-style-type: none"> <li>Satisfactory Enhanced Disclosure with the Disclosure &amp; Barring Service (DBS)</li> <li>Excellent attendance record.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>