



JOB DESCRIPTION & PERSON SPECIFICATION

Senior Science Technician

BOW SCHOOL

44 TWELVETREES CRESCENT, BOW,

LONDON E3 3QW

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Bow School

Person Specification

This person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are addressed against each of the criteria at either application or interview stage. Applications will be deemed unsuccessful if the essential criterion is not met.

Attributes Required	Essential/Desirable	Method of Assessment – Interview (I), Application (A)
Qualifications/Training		
Excellent levels of literacy and numeracy	E	A + I
Experience of using Microsoft Office Applications including MS Excel	E	A + I
A degree in a science-related field or an equivalent qualification	E	A + I
Additional certifications in laboratory techniques or health and safety	D	A + I
Experience		
Proven experience as a science technician, preferably within an educational setting.	E	A + I
Experience in a supervisory or managerial role is highly desirable.	D	A + I
Skills/Knowledge/Aptitudes		
Detailed knowledge of Health and Safety legislation as it relates to the workings of a school	E	A + I
Strong understanding of scientific principles and laboratory practices across various disciplines, including biology, chemistry, and physics.	E	A + I
Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	E	A + I
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E	A + I
Ability to carry out risk assessments in relation to laboratory work.	E	A + I
A sound knowledge of National Curriculum requirements as they relate to the teaching of science	E	A + I
Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.	E	A + I
Demonstrated ability to lead and motivate a team, fostering a collaborative and productive work environment.	E	A + I
Ability to identify work priorities and manage own workload and that of others.	E	A + I
Ability to oversee the induction and training of new technical staff.	E	A + I
Ability to manage a budget, monitor, control and keep financial records according to the requirements of the school.	E	A + I
Ability to maintain accurate work records and inventories.	E	A + I
Ability to maintain a range of tools and equipment.	E	A + I
Ability to prepare equipment and materials	E	A + I

for lessons, as requested by the teaching staff.		
Ability to design, develop and maintain specialist resources.	E	A + 1
Ability to establish positive relationships with students, including those with special educational needs.	E	A + 1
Excellent literacy and numeracy skills	E	A + 1
Strong verbal and written communication skills, capable of conveying complex information clearly to both staff and students	E	A + 1
Ability to maintain standards of accuracy and have a calm, methodical approach to work whilst working to tight deadlines and under pressure.	E	A + 1
Ability to interpret guidance and policies and devise practice to implement these	E	A + 1
Ability to negotiate with, persuade, influence and motivate others	E	A + 1
Professional Values and Practice		
Ability to build and maintain successful relationships with students and adults, treating them consistently, with respect and consideration	E	A + 1
Ability to work collaboratively with colleagues both within the school and other organisations	E	A + 1
Ability to improve own practice through observations, self-evaluation and discussion with colleagues	E	A + 1
Special Requirements		
Qualified first aider or willingness to undertake appropriate training. Willingness to undertake other relevant training.	E	A + 1
Requirement to complete support staff induction, probation period and appraisal successfully.	E	A + 1

Job Description

Post Title:	Senior Science Technician
Purpose:	Under the overall direction of the Associate Assistant Headteacher for Science, to co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum. This will include liaising with teaching staff and support staff outside the department
Reporting to:	Associate Assistant Headteacher – Science
Resources responsible for:	Science Technicians
Working Time:	35 hours per week – term time plus two weeks
Scale/Grade	Scale SO1
Key Duties and Responsibilities	
<ul style="list-style-type: none"> - Oversee the daily operations of science laboratories, ensuring they are safe, well-maintained, and adequately stocked with necessary equipment and materials. - Prepare and organise equipment, chemicals, and specimens required for practical lessons, demonstrations, and examinations, adapting to meet the evolving needs of the science curriculum. - Contribute to the assessment, monitoring and review of both health & safety procedures and information resources. - Keep up to date with current procedures and practices through continuing professional development. - Be responsible for the provision of technical advice and support on health & safety issues to teaching and trainee technical staff. - Be responsible for the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards. - Be responsible for the healthy and safe storage and accessibility of equipment and materials. - Carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments. - Support the delivery of the Associate Assistant Headteacher’s vision for practical aspects of the Science department’s work - Supervise and coordinate the science technicians, providing guidance, support, and training to ensure efficient workflow and professional development. - Support the development of staff to ensure that essential performance standards are achieved. - Contribute to the design, development and maintenance of specialist resources and/or long term projects. - Offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum. - Ensure the availability of suitable materials and equipment to support the smooth running of the science department, by compiling orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. 	

- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Collate, catalogue and store worksheets, exam papers and internally produced booklets and other resources under the direction of the Associate Assistant Headteacher.
- Be responsible for personal professional development making full use of advisory services, and maintain a high level of current awareness regarding developments in science.

General Requirements

Take part in the school's appraisal system

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.