



## Job Description

<b>POSITION:</b>	Science Technician
<b>REPORTS TO:</b>	Faculty Lead
<b>PAY SCALE:</b>	ELSS – SS12 to SS18
<b>TERMS:</b>	Full-Time Permanent

### KEY PURPOSE OF THE POSITION

To help raise attainment in Science across the school, by undertaking duties in support of the work of the teaching staff in the Science Department.

### MAIN AREAS OF RESPONSIBILITY

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- 1. Preparation of materials and equipment for science lessons.**
- 2. Maintaining science laboratories, preparation rooms, equipment, and services in good order.**
- 3. General duties in support of the teachers in the Science Department.**

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- 1. Preparation of materials and equipment for science lessons**
  - Preparation of science materials and equipment
  - Carry out risk assessments for technical activities
  - Disposing of waste materials
  - Collecting apparatus and chemicals from storage
  - Preparing necessary solutions
  - Checking individual components in and out for class use
  - Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for 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
  - Advice staff of any problems, including safety aspects
  - Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials
  - Returning apparatus, etc. and chemicals to storage as soon as practicable
  - Repairing damages or arranging for this to be done
  - Constructing apparatus and equipment
  - Purchase of sundries from local supermarkets
- 2. Maintaining science laboratories, preparation rooms, equipment, and services in good order**
  - Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
  - Cleaning the sinks, chemicals on bench tops, spillage's of chemicals on floor
  - Storing materials tidily
  - Keeping equipment clean
  - Looking after animals, insects and plants kept by the department

- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc.

**3. Maintaining the stocks of science chemicals and equipment, for example:**

- Taking stock of chemicals, consumables, stationery, books and breakable items
- Advise Head of Subject on stock replacement needs
- Ordering of the above
- Checking deliveries

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 may vary from time to time without changing the general character of the duties or the level of responsibility entailed

**Conditions of Service:**

Governed by the conditions of service as agreed by the East London Science School Trust and outlined in the Trust's employment and recruitment policies.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with school procedures in relation to criminal records checks processed through the Disclosure and Barring Service ("DBS"), and checks against the Children's Barred List. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the school to ascertain details from the DBS regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the school Equalities Policies.

Date of Issue: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Education/Qualifications to at least Post 16 level	✓	
A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate	✓	
Evidence of Continuous Professional Development	✓	
<b>Experience</b>		
Scientific background, previous experience as a lab technician	✓	
Clear understanding of lab safety	✓	
Ability to create new experiments, construct appropriate equipment and keep up to date with current thinking in school science.	✓	
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Adaptability to change and embracing of innovation and creativity	✓	
Commitment to personal career development	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate strategies to support them	✓	
Understand the needs of bilingual pupils	✓	