

Role Profile: Science Technician

Purpose

To support the excellent delivery of science by providing practical day-to-day technical support in the teaching and learning environment, and to ensure that the learning environment is a safe and inspiring place to learn.

Key Accountabilities

- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science Faculty.
- To repair, maintain and store science resources to guarantee clean, safe and effective upkeep.
- To maintain clean laboratories and prep rooms in conjunction with the teacher in charge of the room.
- Cleaning the sinks, chemicals on the benchtops, spillages of chemicals on the floor.
- Cleaning of goggles, safety screen, fume cupboards and other related items as required.
- Help monitor standards and practices within the classroom and identify and communicate improvements to working procedures to ensure the highest standards are achieved.
- To help manage and organise the requisitioning of practical equipment and to assist with inventory of stationery, equipment, resources and stock control to maintain a supply of science resources for teaching use.
- Purchase of sundries – including off-site visits to local stores.
- To receive and check deliveries of supplies to ensure accuracy from suppliers.
- To provide technical and learning assistance and information in the classroom and across the school community to support students and staff.
- To act as a school first aider and/or fire marshal.
- When required, to support in other wider school activities, e.g. accompanying school staff on trips, supervise students during regular working hours or to support with the invigilation of students in exams.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Key Stakeholders:

Internal:

- Line managed by the Head of Faculty (Science)
- Work closely with other Science teaching staff
- Broader teaching and non-teaching staff body
- Wider school community including students and other colleagues

External

- The broader Cognita family of schools and colleagues

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum A-Level or equivalent in Chemistry/Physics (preferred) and/or Biology • Grade C or equivalent in both GCSE English and Maths 	<ul style="list-style-type: none"> • Post-graduate qualification(s)
Skills	<ul style="list-style-type: none"> • Ability to use MS Office (Word and Excel in particular) and/or other standard computer software • Excellent communication skills • Excellent inter-personal skills • Professional appearance and manner • Willingness to be involved in the wider life of the school 	<ul style="list-style-type: none"> • Energy and self-motivation
Experience	<ul style="list-style-type: none"> • Experience working in a school or industrial laboratory 	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • Right to work in the UK • Relevant COSHH or CLEAPSS training or willingness to undertake such training • First Aid/Fire Marshall training or willingness to undertake such training • Willingness to learn 	