

Science Technician

Working to: Head of Department
Salary: Band 4
Hours/Weeks Full time Term time plus 1 week

Main Functions

There will be two Science Technicians, one on either site, whose responsibilities are:

1. To ensure and promote the maintenance of a healthy and safe working environment in all through:
 - actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching, School staff and other support staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
 - To carry out health & safety and risk assessments relating to laboratory work and apply C.O.S.H.H. regulations and assessments
2. To assist the School and College Staff with the day-to-day organization and development of support staff to ensure that essential performance standards are achieved.
3. To contribute to the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
4. To support the teachers and School and College staff in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
5. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
6. For specific Science situations, to support the collation, catalogue and store worksheets, exam papers and internally produced booklets
7. To maintain a computerised science library, cataloguing books for pupil resources

8. To liaise with external agencies to ensure that maximum use is made of appropriate materials and information provided by key support services and outside agencies
9. To network with other science professionals
10. To be responsible for personal professional development making full use of advisory services and maintain a high level of current awareness regarding developments in science

Person Specification

(E) Essential

(D) Desirable

Knowledge and Experience

Detailed knowledge of Health & Safety legislation as it relates to the work of the school (E)

Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals (E)

Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools (E)

A sound knowledge of National Curriculum requirements (D)

Skills and Abilities

Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum (D)

Ability to identify work priorities and manage own workload and that of others (E)

Ability to oversee the induction and training of new staff who support students in the zones (E)

Ability to maintain accurate work records and inventories (E)

Ability to carry out risk assessments in relation to laboratory work (E)

Ability to maintain a range of tools and equipment (E)

Ability to prepare equipment and materials for lessons, as requested by the teaching staff (D)

Ability to design, develop and maintain specialist resources (D)

Ability to demonstrate developed interpersonal and communication skills (E)

Ability to establish positive relationships with pupils, including those with special educational needs (E)

Personal Qualities

Ability to demonstrate commitment to Equal Opportunities

Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable Criteria

NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent.