Job Description – Science Technician

Post Title: Science Technician

Grade: 5 Point 14 Full Time Equivalent £17681-18870
Pro-Rata Pay £15613 - £16244

Hours: 37 hours Term Time

Responsible to: Senior Science Technician/ Head of Faculty

Role Description:

Under the overall direction of the Head of Faculty, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff. The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Main Duties and Responsibilities

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials
- To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
- To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Faculty.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
- To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.
- Monitor and manage stock cataloguing resources and undertaking audits as required
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- Filing of paper resources on return to preparation room and duplication of resources as required.
- To undertake general tasks within the Science Department such as porterage and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.
- Evening work will be required from time to time to support events for which flexibility in working hours is essential

Health and Safety and Compliance

- To be aware of, and to comply with, all faculty/school/CLEAPPS instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas
- Advising staff on safety issues and trialling practical work where necessary
- To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard
- To ensure that any debris or spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others

- To deal appropriately with spillages during practical activities
- Maintenance of the class rooms and preparation rooms to ensure a clean, safe and orderly environment
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
    - Equal Opportunities
    - Data Protection
    - Risk Management

Support for the School

- To assist with practical examinations as and when required
- To invigilate Examinations as directed by the Examinations Officer as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Principal

Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the equipment

General

Take responsibility for own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.

- To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations
- Manage the effective implementation of projects and Science initiatives.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of School.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

Person Specification	Essential	Desirable
Qualifications	• GCSE 5 A* - C or equivalent, including science • Knowledge of COSHH and CLEAPS guidelines • Experience in relevant discipline or related qualification • Willingness to work flexibly when required. • Hold a recognised qualification at NVQ level 3 or equivalent experience.	Hold a recognised qualification at NVQ level 3 or equivalent experience in Technology or Food Technology Safety certificate First aid qualification desirable
Working with Children and Young People:Safeguarding	• Motivated to work with children and young people to ensure they are successful • Commitment to, and belief in, the equal value of all students • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline • Ability to raise self-esteem and expectations of children and young people • Experience of working in the science industry • Have knowledge of Health & Safety regulations/procedures	Experience of working in a school or with young people
Knowledge and Experience	• Knowledge of volumetric and quantitative technique • Understanding health, safety and welfare regulations and best practice • Knowledge of particular subject/technical area • Knowledge of relevant policies/codes of practice/legislation • Ability and enthusiasm to work jointly with colleagues • Full working knowledge of relevant polices/codes of practice/legislation	
Skills	• Excellent numeracy/literacy skills • Excellent keyboard and data entry skills • Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff • Ability to prioritise effectively • Ability to relate well to people on all levels • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these	Experience of using SIMS (school's information management system)

	• Ability to relate well to children and adults • Ability to interpret advice/statute and to devise policy/practice in the light of these • Good organisation and personal management skills	
Personal Qualities	• Commitment to the safeguarding of children and young people • To be organized and efficient • Ability to inspire students • Reliable and punctual • Have a polite, friendly and flexible approach to work • To have a good sense of humour • To follow instructions • To keep calm and professional at all times • Interpersonal – common courtesy, tact and confidentiality • Working in close proximity to and inspiring and motivating others	
Additional Requirements	• Willingness to contribute to the wider aspects of school life • Evidence of commitment to professional development	