



HATCH END HIGH SCHOOL

Trainee Science Technician

36 Hours per Week - Term Time only

Salary: £24,474 - £24,824

JOB DESCRIPTION

JOB PURPOSE

- Under the supervision of Senior Technicians, you will be assisting with the compiling and storage of stock and ensuring that both routine and non-routine checking cleaning, maintenance, testing and repairing of equipment are carried out to the required standard whilst meeting Health and Safety regulations.

REPORTING

- The post holder will report to the Head of Science Faculty / Team Leader Science Technician.

RESPONSIBLE FOR

- N/A

WORKING TIME

Hours are 8:15 – 4:00pm Monday to Friday. Some flexibility is essential to support the delivery of the science curriculum.

DUTIES

Key Responsibilities	Activities that are likely to be carried out	Suggested Frequency
Under the (overall) control of the team leader technician/senior and or technician (where appropriate), to provide resources (practical equipment and worksheets) and practical facilities (including ICT and A.V.) that meets both the health and safety standards and requirements of the classes involved.	Preparation of solutions and resources including assembling apparatus	Daily
	Obtaining materials by local purchase	As required
	Carrying out risk assessments for personal technician activities	Daily
Service laboratories and maintain equipment and stationery stock levels	Carry out termly servicing on laboratories	As required
Assisting the technician team to ensure a healthy & safe and productive working environment through: <ul style="list-style-type: none">Contributing to the awareness of both health & safety procedures and information resourcesKeeping up to date with current procedures and practices through continuing professional development.	Keeping up to date with health & safety requirements and with developments in practical science. (Attending courses & reading publications etc.)	As required
	Liaison with CLEAPSS, ASE and other relevant professional organizations	As required
	Giving health & safety advice to technical staff, teachers & pupils.	As required
	Checking first-aid kits and other safety resources (e.g. eye-wash tubes)	Fortnightly
	Storing (safely & securely) and checking the condition of chemicals and equipment	As required

Key Responsibilities	Activities that are likely to be carried out	Suggested Frequency
	Attending technician and departmental meetings	As required
Under the supervision of the technician (and /or higher grades) to provide general assistance in the safe storage, transit and accessibility of resources, including helping to: <ul style="list-style-type: none"> Ensure that stock levels are maintained and future requirements are identified Ensure the availability of suitable resources Compile equipment and resource orders to be given to the team leader 	Delivery and collection of equipment, materials, resources and worksheets to Laboratories	Daily
	Care of plants and/or animals	As required
Under the supervision of the technician (and /or higher grades), to ensure that both routine and non-routine checking cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard	Collecting, checking and returning resources to stores.	Daily
	Cleaning, maintenance and routine repair of equipment and resources.	As required
	Disposal of waste materials.	As required
	Clearing of laboratory sinks.	As required
	Keeping of prep-rooms tidy.	Daily
To assist with departmental reprographics	Printing, collating and stapling of worksheets and in class tests.	As required
	Laminating of resources.	As required
To actively participate in Appraisal systems and own professional development	Meeting with team leader technician to set and review targets and to identify training needs	Annually
Under the supervision of the technician (and /or higher grades), to administer the upkeep of text-books.	To actively seek return of text books when not needed and maintain.	As required
To maintain data logging equipment and chrome books	Ensure they are switched off after use and charging	As required
To act as a fire marshall if required (training given)	Ensure all students and teachers have vacated designated areas	As required
To act as a first aider if required (training given)		As required
To carry out other technical duties at the request of the headteacher		



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EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate administration skills eg NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Maths, or and Science at grade C or above.	Yes		Application

EXPERIENCE

	Essential	Desirable	How Identified
Knowledge of a variety of technical skills related to preparation of practical lessons in an educational or similar environment.		Yes	Application Reference Interview
Able to work effectively within a team and play a motivating role	Yes		Application Reference Interview
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		Application Reference Interview
Accept the need for continuing development and training	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Previous experience of working in a laboratory.		Yes	Application Interview
ICT skills or willingness to train on specific school based ICT systems e.g Arbor		Yes	Application Interview
Knowledge of Email and Office applications, eg Word, Excel, PowerPoint		Yes	Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview
Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview

Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview
Effective work presentation and time management skills and a high degree of accuracy	Yes		Application Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
A good attendance and punctuality record	Yes		Reference
DBS – Enhanced DBS Checked	Yes		Application