



**Job Description:  
Science Technician**

**Scale: 4**

**Hours/Weeks: 36hrs/42 weeks**

<b>Person Specification</b>	
	Essential/Desirable
<b>Qualifications</b>	
Educated to at least GCSE or equivalent level, including English, Maths and Science	E
First Aid at Work Certificate	D
Food Hygiene Certificate	D
<b>Professional Experience, Knowledge and Understanding</b>	
Experience in a similar position or environment	D
Experience of using a wide range of laboratory equipment and materials	D
A good working knowledge of software packages for preparing documents and spreadsheets such as Google	E
<b>Abilities and Skills</b>	
Good basic IT abilities with particular skills in Google Sheets and Docs	E
Good organisation and administrative skills	D
Good communication skills, both orally and written, conveying information clearly and accurately	E
Good interpersonal skills	E
Ability to work within set procedures and guidelines	E
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E
The ability to plan time effectively and to organise oneself efficiently (self-manage)	E
Ability to work as part of a team	E
Ability to demonstrate initiative	E
<b>Personal Qualities</b>	
A commitment to working in a busy school environment	E

Flexible, motivated and committed	E
Good attendance and punctuality	E
Willingness to see a job through to completion	E
Energy and enthusiasm	E
Adaptability to changing circumstances and new ideas	E
Professional approach to working	E
Committed to the ethos of the school	E
Willingness to see a job through to completion	E
Energy and enthusiasm	E
Adaptability to changing circumstances and new ideas	E
Professional approach to working	E
Committed to the ethos of the school	E
Willingness to be flexible and take on additional duties as and when required	E
Willingness to participate in further training and development opportunities offered by the school	E
<b>Equal Opportunities Awareness</b>	
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E
A commitment to working in a flexible and collaborative manner with all members of the school community	E
<b>Child Protection and Safeguarding Awareness</b>	
An understanding of child protection and safeguarding matters	E
A commitment to safeguarding and promoting the welfare of young people	E