

## Rickmansworth School

<b>Job Description:</b>	Science Technician
<b>Salary:</b>	H4 pt 6 to H4 pt 9 £25,989 to £27,254 plus £1,045 fringe allowance Pro-rata - Actual Salary: £23,227.61 to £24,314.50 pa incl. Fringe
<b>Hours:</b>	37 hours per week - Monday - Friday
<b>Line Manager</b>	Senior Science Technician
<b>Notice Period</b>	3 months

**Purpose of role:** The purpose of this role is to support the effective delivery of Science lessons, with a primary focus on **Chemistry**, by preparing materials and equipment for demonstrations, experiments, examinations and assessments. Responsibilities include ensuring that all resources are available in coordination with teaching staff, preparing and safely handling chemical reagents and constructing or adapting apparatus as required. The technician will assist during practical sessions, maintain equipment, monitor stock levels, and help to create a safe and productive learning environment. The role also involves maintaining accurate records, participating in relevant training, and ensuring full compliance with all Health and Safety regulations and school procedures.

### Main Responsibilities

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- Prepare materials and equipment for Science classes (primarily chemistry), including demonstrations, experiments, examinations, and assessments, ensuring resources are available through coordination with relevant teaching staff.
- Construct and adapt simple apparatus, providing necessary technical aids.
- Support teaching staff and students to foster a productive and engaging educational environment.
- Prepare chemical reagents and equipment, ensuring that COSHH risk assessments are carried out.
- Assist in lessons as directed, providing appropriate support to teaching staff and ensuring they are familiar with the operating procedures of the materials/equipment used, which may include demonstrating techniques to students.
- Ensure adequate stock levels of materials are maintained, check deliveries, and perform annual stock checks as directed.
- Clean and tidy the prep room, laboratories, and equipment, ensuring that all equipment is in good working order.
- Follow Health and Safety procedures, including the safe and secure storage of materials and waste.
- Complete Health and Safety Records under the supervision of the Senior Technician.
- Participate in relevant training, both in-house and with external organisations, to develop skills and knowledge.
- Maintain records of petty cash transactions and expenditure.
- Attend department and technician meetings when required.

**This position requires frequent lifting throughout the day and occasional movement of heavy equipment.**

## General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

## Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

## Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*

## Person Specification - Science Technician

E - Essential  
A - Application process

D - Desirable  
I - Interview process

	Essential / Desirable	Assessed via?
<b>Experience:</b>		
Experience of working within a school or other educational establishment.	D	A/I
ICT literate – working knowledge of Google, Microsoft	E	A/I
<b>Qualifications and Training:</b>		
Good general education, a minimum of at least one A' level or equivalent in a science discipline	E	A/I
Hold a recognised qualification at NVQ level 3 or equivalent	D	A/I
Good general education, a minimum of at least one A' level or equivalent in a science discipline	E	A/I
<b>Knowledge:</b>		
Health and Safety knowledge in COSHH and CLEAPSS guidelines	E	A/I
Full working knowledge of relevant policies/codes of practice/legislation	E	A/I
Certificate in First Aid (minimum Emergency First Aid at Work) or willing to undertake training	E	A/I
<b>Aptitudes:</b>		
Excellent numeracy/literacy skills.	E	A/I
Excellent accuracy in data entry	E	A/I
Ability to prioritise effectively	E	A/I
Excellent organisation and personal management skills	E	A/I
To keep calm under pressure and professional at all times in a busy environment	E	A/I
Teamwork is essential for the success of the role	E	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for English in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School's sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

