

Job Profile



Post Name	Science Technician
Salary Scale Point	SCP 6-7
Working Weeks	Term Time Only plus 2 INSET days
Contract Type	Permanent

Job Purpose

To provide technical assistance and support activities to teaching staff and the designated manager in their role of undertaking teaching and pupil support in the delivery of the curriculum.

Main Duties

- Complete requests from teaching staff by providing technical assistance, practical support, and information required for the preparation and use of equipment and materials for learning. This includes ensuring the safe transit of equipment and materials between preparation areas and work areas, as well as the erection and dismantling of practical equipment, cleaning, and return to storage, while meeting both safety standards and the requirements of the teacher.
- Follow standards and procedures defined by the designated manager to promote continuing safety awareness for all users of practical workspaces and equipment. Provide advice and support to teachers and students on safe working practices with practical materials, tools, and equipment. Ensure the safe disposal of used materials, including dangerous or hazardous substances, and work proactively to minimise risk and exposure to actual or potential hazards, contributing to the establishment and maintenance of a safe working environment.
- Under the overall direction of the designated manager, assist in the development of practical activities, including the setup and maintenance of specialist resources or longer-term research projects. Provide informal induction, on-the-job support, and guidance to new colleagues when required, helping to promote the effective use of time and resources.
- Carry out routine and non-routine checking, maintenance, calibration, cleaning, fault investigation, and rectification of tools, equipment, and machines in accordance with standards defined by the designated manager.
- Provide routine assistance to the designated manager and teachers in the safe storage, retrieval, and accessibility of equipment and materials. Check the availability of suitable materials and equipment, maintain stock levels within defined limits, and substitute suitable materials where necessary and appropriate. Assist with compiling and checking deliveries of orders, including liaison with suppliers, to support the efficient and effective planning and use of resources.
- **Other Responsibilities**
- The Science Technician will be required to safeguard and promote the welfare of children and young people and follow Trust and School policies, including the staff code of conduct.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Science Technician may carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher.

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Other Duties

- **Notes**

This job description may be amended at any time in consultation with the postholder

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Minimum of 3 GCSE's Grade C/4 or above or the equivalent. Must include Maths, English & Science	A level / BTEC level 3 qualification in Science
Skills and Experience	<p>Good oral, written communication and numeracy skills</p> <ul style="list-style-type: none"> • Good IT skills (Microsoft Office and/or Google) • Ability to work on own initiative • Ability to plan, prioritise and organise own work to meet set deadlines • Ability to maintain high standards of accuracy in all tasks • Ability to work within strict Health & Safety guidelines. 	<p>Working in a laboratory environment</p> <ul style="list-style-type: none"> • Working in a school • Experience of working with young people <p>Demonstrable knowledge of technical aspects of the science curriculum at KS3, KS4 and KS5.</p> <p>Some knowledge of health and safety as it applies in the storage and use of chemicals.</p> <p>COSHH trained.</p>
Personal Qualities	<p>Willingness to learn</p> <ul style="list-style-type: none"> • Good organisational skills • Ability to maintain confidentiality • High standards of professionalism • Flexible and adaptable attitude • Co-operative spirit with a solutions focused attitude • Positive approach to problem solving • Ability to establish and maintain appropriate relationships with young people • Responsible & conscientious approach to Health & Safety • Calmness under pressure • A commitment to safeguarding the welfare of children 	

