



JOB DESCRIPTION

TITLE: Science Technician
SCHOOL: Gilbert Inglefield Academy
RESPONSIBLE TO: Head of Science
GRADE: L2

PURPOSE OF POST: To provide high quality and timely services to support the delivery of the science curriculum.

ORGANISATION CHART:

Head of Science
|
Science Technician

PRINCIPAL RESPONSIBILITIES:

1. Provide and prepare all equipment, chemicals and specimens for practical sessions and examinations including constructing, setting up and dismantling equipment as required by the Head of Science
2. Advise and support teaching staff in the safe and proper use of equipment and contribute to demonstrations as required.
3. Under the direction of the Head of Science, carry out minor repairs to equipment.
4. Contribute to the maintenance of the laboratories and equipment in a clean, safe and tidy condition at all times and assist with the racking, storage and control of stock in accordance with health and safety guidance and school policies.
5. Bring any foreseen shortfalls in stock levels or repairs needed to the attention of the Head of Science
6. Provide care for the plants and livestock kept within the science department.
8. Make up and ensure that standard solutions and other agents are maintained in the laboratory.

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Range of scientific apparatus and chemicals etc

Other:



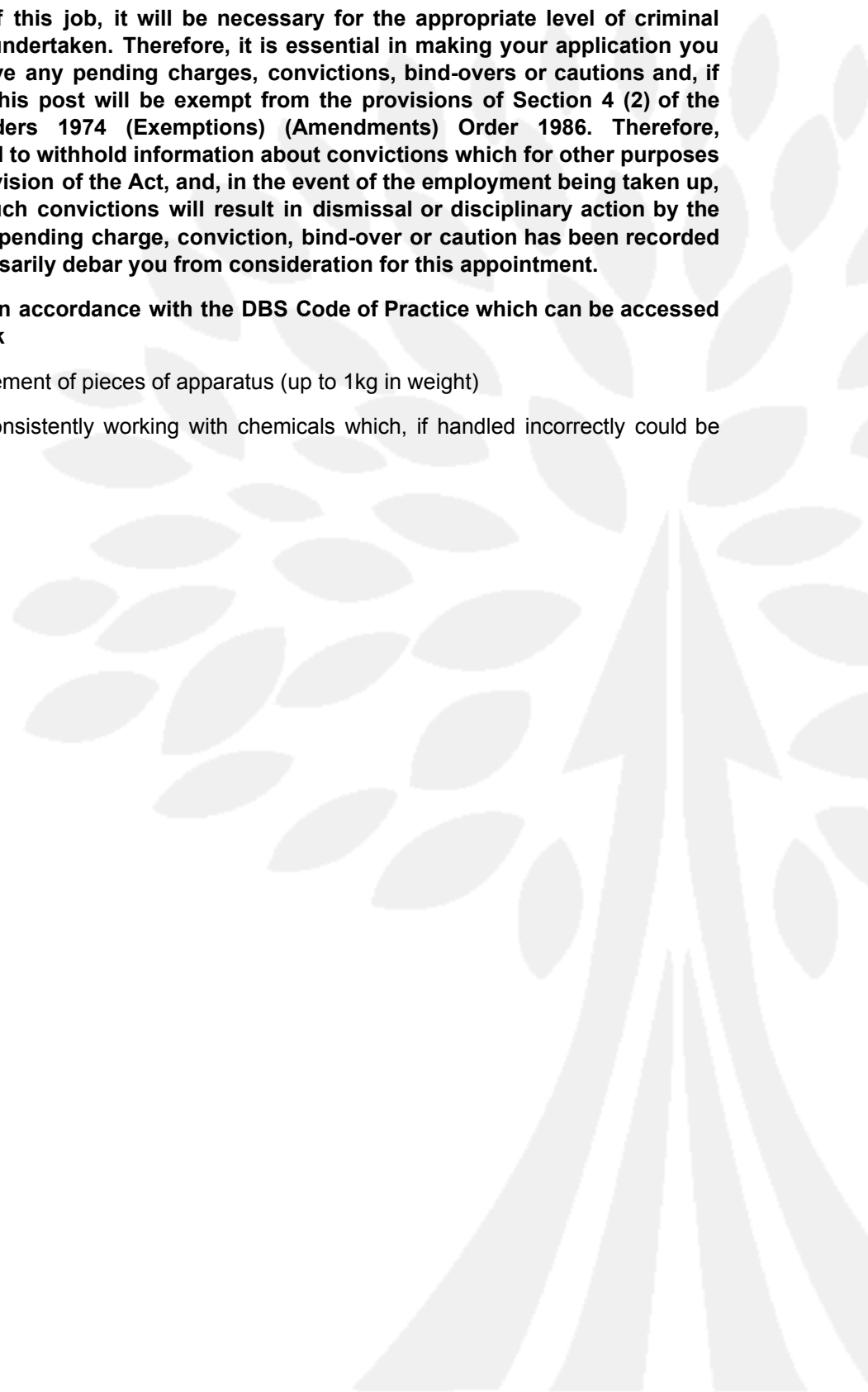
CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort: Daily movement of pieces of apparatus (up to 1kg in weight)

Working Environment: Consistently working with chemicals which, if handled incorrectly could be hazardous to health.





Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience			Some experience of working in a laboratory	1,2
Skills/Abilities	Literacy skills – able to read and understand science based instructions and maintain records	1,2		
	Numeracy skills – to be able to take accurate measurements and weights	1,2		
	Able to plan and organise own work to meet tight deadlines	1,2		
	Able to maintain high standards of accuracy in all tasks	1,2		
	Able to work within strict Health & Safety guidelines.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Equality Issues	Able to identify and act upon common forms of discrimination	1,2		
Specialist Knowledge	Some basic knowledge of science as taught in the classroom.	1,2	Some knowledge of technical aspects of the science curriculum at KS3 and KS4	1,2
			Some knowledge of health and safety as it applies in the storage and use of chemicals.	1,2
			COSH trained.	1,2



Education and Training	Willingness to undertake further work related training	1,2		
Other Requirements	Able to spend much of the working day standing and making use of equipment and other materials	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

