

## Science Technician Job Description & Person Specification

<b>Pay Grade:</b>	NJC6-7
<b>Hours:</b>	22.5 hours per week (days/hours to be agreed and set between the working week of Monday to Thursday 08:00-16:00, Friday 08:00 - 15:30)
<b>Contract Type:</b>	Permanent, Term Time Only plus 2 INSET days
<b>Reporting to:</b>	Senior Science Technician

### Main 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.

### Duties and Responsibilities

1. Complete the requests of teaching staff to provide
  - technical assistance, practical support and information as required in the preparation and use of equipment and materials for learning
  - safe transit of equipment & materials between preparation areas and work areas
  - erection and dismantling of practical equipment, cleaning and return to storage that meets both safety standards and the requirements of the teacher
2. Follow standards and procedures defined by the designated manager to promote
  - continuing safety awareness for all users of practical work spaces and equipment
  - the provision of advice and support to teachers and students on safe working with practical materials / tools / equipment
  - safe disposal of used materials, including dangerous / hazardous material
  - working in a proactive manner to minimise risk & exposure to actual or potential hazardsthereby contributing to the establishment and maintenance of a safe working environment
3. Under the overall control of the designated manager assist in
  - the development of practical activities including the setting up and maintenance of specialist resources or longer term (research) projects
  - the informal induction and 'on the job' support and guidance of new colleagues as/when requiredto promote effective use of time and resources
4. Complete both routine and non-routine checking, maintenance, calibration, cleaning, fault investigation & rectification of tools, equipment, machines to the standards defined by the designated manager
5. Provide routine assistance to the designated manager and teachers in
  - the safe storage, retrieval and accessibility to equipment and materials
  - checking the availability of suitable materials and equipment, including keeping stock levels to defined limits and/or substituting suitable materials where necessary and appropriate
  - helping to compile and check delivery of orders, including liaison with suppliers to promote efficient and effective planning and use of resources

#### 6. 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 and 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 that the science technician will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Notes:**

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

## Science Technician Person Specification

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