

	Job Description	
	Role: Science Technician	
	Grade: H4	Reports to: Director of Learning - Science
	Role specifics: Part-time, term time plus 1 week only	

Purpose of the Role

To provide technical support service to the Science department and ensure equipment and materials are maintained and set up in school laboratories; to enable practical work to be carried out efficiently and safely, including all current safe systems of work guidelines.

Main Areas of Responsibility

- Ensure that apparatus is correctly set out in advance for practical work for Science department as needed in subject areas of Physics, Biology and Chemistry.
- Ensure that all apparatus and equipment is maintained to an appropriate standard, and that all equipment and chemicals are safe for use.
- Stock take all equipment and consumables to ensure sufficient time is allowed for replacement.
- Prepare stock solutions for general use and those specifically requested for class practical work.
- Prepare items of equipment and materials for use in practical lessons and general running of the Science department.
- Work with other technicians to fulfil the needs of the Science department during busy periods if required.
- Undertake administrative tasks to facilitate teaching and learning in the department.
- Ensure the general cleanliness and tidiness of laboratories and preparation rooms to maintain efficiency and safety.
- Prepare GCSE & A level practical assessments under guidance of teaching staff.
- Offer advice and support to staff with practical prep e.g. suggesting alternatives to their requirements and assisting with planning to ensure equipment is available.
- Work with other technicians and members of teaching staff to discuss priorities for the day and future planning assessments etc.
- Work under instruction of teaching staff in the Science department and managed by the Director of Learning – Science and Deputy Director of Learning – Science.

Equalities

Be aware of and support differences and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

All new recruits to the school within this Grade are subject to a 4-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

	Essential	Desirable
Qualifications and Training	GCSE English, Maths and Science - Grade C or equivalent	<ul style="list-style-type: none"> • First Aid Certificate • A Level in either Biology, Chemistry or Physics
Experience	Experience of working in an industry with a scientific background	Experience of working in a laboratory environment
Knowledge and Skills	<ul style="list-style-type: none"> • Basic IT skills • Basic administration skills • Ability to gather practical equipment required for use in science lessons • Understanding of safe working practices 	Working knowledge of laboratory in industry/school
Personal Attributes	<ul style="list-style-type: none"> • Good communication skills with both adults and young people • Ability to work independently as well as part of team • Proactive and organised approach • Willing to learn new skills and open to new ideas • Work on own initiative • Willing to undertake CPD • Reliable and flexible to suit the role • Interest in Science to include Biology, Physics and Chemistry 	

The jobholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

St George's School

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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