

POST: Science Technician
RESPONSIBLE TO: Heads of Science Department
RESPONSIBLE FOR: Managing the provision of laboratory and technical support across the Schools Sciences Departments.

JOB DESCRIPTION:

Responsible for the Following Duties:

1. *Management*

- 1.1 Have an appreciation and understanding of the technical and laboratory requirements of each of the Sciences.
- 1.2 Should be familiar with the safety documents of respective Science Departments.
- 1.3 Work with the Heads of Science, Teachers and Science Technician colleagues to organise and manage the day to day technical and laboratory requirements.
- 1.4 Create and maintain appropriate documentation relating to the management of resources.
- 1.5 Support the Heads of Science by taking a role in any relevant working groups.
- 1.6 Facilitate and support the induction of new colleagues.
- 1.7 Take an active role in assisting the Science Heads of Departments in Science refurbishment programmes.

2. *Purchasing*

- 2.1 Responsibility for ordering of supplies and equipment for the respective Science Department(s).
- 2.2 Responsibility for sourcing and ordering of equipment requested by Heads of Department.
- 2.3 Maintain record of departmental expenditure for equipment and supplies to ensure this remains within the departmental budgets.
- 2.4 Maintain appropriate stock records of materials

3. *Laboratory and Technical Work*

- 3.1 Ensure laboratories are maintained in a tidy and orderly condition.
- 3.2 Ensure new portable, mains and electrical equipment goes for testing before being given to the Physics Department.
- 3.3 Ensure radioactive materials, chemicals and live material are properly stored, labelled and disposed of correctly.
- 3.4 Ensure equipment is in working order and kept in safe and clean condition.
- 3.5 Carrying out necessary repairs or ensuring these are carried out by a competent person.
- 3.6 Ensure that first aid kits and other safety items are restocked and replaced as required (See departmental safety documents).
- 3.7 Trial new procedures and prepare and write up risk assessments.

4. Classroom Support

- 4.1 Assist in setting up experiments and in project work.
- 4.2 As required, assist in demonstrating the proper use of equipment to pupils, particularly with respect to Advanced Higher Sciences project work and experiments.
- 4.3 Assist with teaching staff in the preparation of Health and Safety Assessments.
- 4.4 Assist with displays and presentation of the curriculum in the Science Departments.
- 4.5 Be familiar and assist with computer software packages used in the departments.
- 4.6 Collect and return resources from and to school stores as required.

5. Management and Preparation of Departmental Documentation

Maintain files of departmental workbooks, examination papers and similar documentation required for duplication and copying. Manage and produce such documentation relative to the departments as may be requested by the Heads of each Science.

6. Other Duties

- 6.1 Assist Heads of Departments with setting up for examinations and collecting papers at the end of examinations.
- 6.2 Recording of television programmes as may be required for the whole school and maintain a log of such recordings via the "ClickView" software application.
- 6.3 Provide support within the Science Departments as may be reasonable required by the Teaching Staff and commensurate with your knowledge and skills.
- 6.4 Attend departmental meetings for the Science Departments as felt appropriate by the relevant Head of Department.
- 6.5 Assist with the coordination of school trophies; arranging engravings, maintaining the database, distribution and collection of trophies for Sports Day and Prize Giving. This includes liaising with the PE Dept, SLT, School Facilities colleagues and relevant external service provider. Attendance at events where trophies are awarded, such as Sports Day and Prize Giving, is also required.
- 6.6 Carry out other reasonable duties as directed by the Heads of Science and commensurate with the general level of responsibility of the post.

7. Training and Professional Development

- 7.1 Pursue further training in areas relevant and appropriate to the requirements of the job, e.g., COSHH training, PAT test training, glass working, soldering, aseptic technique.
- 7.2 Keep apprised of courses and resources provided by ASE, SSERC and other relevant bodies. Use these resources as appropriate and share relevant information with the Heads of Department and Teachers and other Science colleagues.

PERSON SPECIFICATION

Qualifications

- 1. The ideal candidate should hold Science related qualifications and be educated to HNC/SVQ level 7 standard minimum.
- 2. First Aid training qualifications are desirable but not essential.

Essential Skills

- 3. Experience of the technical requirements for the delivery of school science lessons.
- 4. Excellent verbal communication and interpersonal skills are essential.
- 5. Ability to use initiative, work unsupervised with excellent organisational skills.
- 6. Excellent ICT skills.

Desirable Skills

7. Experience of Microsoft Office (particularly Excel) and Adobe Acrobat.
8. Experience of data logging hardware and software for school Science experiments.
9. A working knowledge of the technical requirements for the delivery of all school science courses.
10. Prior experience of working in a school environment.
11. Experience of safe manual handling, including confidence handling radioactive sources.
12. Experience of maintaining Science store and equipment.
13. Experience of safe manual handling, including confidence of handling and safe disposal of chemicals in a school.
14. A sound background in Health and Safety and COSHH regulations. Including compliance with legislation as well as experience writing and managing Health and Safety policies and Risk Assessments.

Personal

15. An approachable personality with an ability to liaise with a wide range of people.
16. Ability to keep calm under pressure.
17. The ideal candidate must be reliable and flexible.
18. A passion and enthusiasm for Science and a commitment to learning.