

| Job Description Science Technician | |
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| Job Title: | Science Technician |
| Grade: | RGS 5 – 10 |
| Hours and Weeks | 37.5 hours per week, Term Time only |
| Responsible To: | Head of Science |
| Responsible For: | N/A |

1. Purpose

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

2. Main Duties and Responsibilities

1. Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials
2. To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
3. To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
4. Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
5. To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
6. To inform the Head of Department of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.
7. Monitor and manage stock cataloguing resources and undertaking audits as required
8. Purchase of consumables from local shops as required.
9. To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
10. The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
11. To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.

3. Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including the checking and maintenance of eye protection.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health & Safety
 - Child Protection
 - Data Protection
 - Risk Management

4. Support for the School

- To assist with practical examinations as may be required.
- To invigilate examinations as directed by the Examinations Officer as required
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Principal

5. Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the Science equipment

6. General

- Take responsibility for own professional development, continually keep updated about new initiatives in Science
- To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations
- Manage the effective implementation of projects and Science initiatives.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal.
- Participate in training and other learning activities and performance development as required

7. Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects and live animals
- Ability to access the whole site to review/check science equipment
- Some work involving visual display units

PERSON SPECIFICATION

Science Technician

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| Qualifications | <ul style="list-style-type: none">• GCSE 5 A* - C or equivalent, including science• Knowledge of COSHH and CLEAPS guidelines• Experience in relevant discipline or related qualification• Willingness to work flexibly when required.• Hold a recognised qualification at NVQ level 3 or equivalent experience. |
| Experience | <ul style="list-style-type: none">• Experience of working in a laboratory environment• Experience of working with young people |
| Knowledge | <ul style="list-style-type: none">• Knowledge of volumetric and quantitative technique• Understanding health, safety and welfare regulations and best practice• Knowledge of particular subject/technical area• Knowledge of relevant policies/codes of practice/legislation• Ability and enthusiasm to work jointly with colleagues• Full working knowledge of relevant polices/codes of practice/legislation |
| Skills | <ul style="list-style-type: none">• Excellent numeracy/literacy skills.• Excellent keyboard and data entry skills.• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff• Ability to prioritise effectively• Ability to relate well to people on all levels• Work constructively as part of a team, understanding School roles and responsibilities and your own position within these• Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these• Ability to relate well to children and adults• Ability to interpret advice/statute and to devise policy/practice in the light of these• Good organisation and personal management skills |

**Personal
Attributes**

- Commitment to the safeguarding of children and young people
- To be organized and efficient
- Reliable and punctual
- Have a polite, friendly and flexible approach to work
- To have a good sense of humour
- To follow instructions
- To keep calm and professional at all times
- Interpersonal – common courtesy, tact and confidentiality
- Working in close proximity to and inspiring and motivating others