

## Science Technician

<b>GRADE:</b>	Scale 4	<b>DATE:</b>	February 2019
<b>PATTERN:</b>	Term-time only. 25 hours per week, 40 weeks per annum (including INSET days)		
<b>RESPONSIBLE TO:</b>	Senior Science Technician and Governors		

## Job Description

### 1. Main Purpose of the Job

- 1.1. To provide technical assistance and information as required in the preparation of resources for practical and theory lessons to support the delivery of the science curriculum.

It should be noted that it is expected that the job description will evolve as both the role and the post holder develop.

### 2. Accountabilities

- 2.1. To liaise with the members of the science team and other support staff as required.
- 2.2. To develop and nurture effective working relationships with a range of colleagues and members of the school community.
- 2.3. To provide timely and accurate responses to your line manager as required.

### 3. Duties & Responsibilities

- 3.1. To prepare solutions, materials and equipment as required for lessons and assessed work, following instructions as set out by the curriculum, syllabuses and other relevant documentation.
- 3.2. To promote awareness of health and safety requirements and contribute to a safe working environment, following risk assessment and health and safety guidelines at all times.
- 3.3. To advise on the appropriate deployment and use of resources/equipment and to construct or modify equipment for available resources as appropriate.
- 3.4. To provide advice to other staff/students as appropriate on practical technical issues, identifying alternative options as appropriate.
- 3.5. To support the use of ICT in learning activities and for administrative duties within the department as appropriate.
- 3.6. To assist in practical classes and carry out demonstrations under the supervision of the class teacher if required.
- 3.7. To ensure the safe delivery, collection and storage of equipment, solutions and materials and the safe disposal of used solutions and materials.
- 3.8. To assist the technician team to ensure that stock levels are maintained and that future requirements are identified; to keep stock records as appropriate.
- 3.9. To check materials and equipment before and after usage for quantity and damage; to ensure that breakages and faults are reported to the Senior Technician as appropriate.

- 3.10. To carry out basic maintenance and checking of equipment/resources including routine repairs.
- 3.11. To carry out general cleaning of equipment and laboratory surfaces/equipment as required.
- 3.12. To assist with administrative duties within the department, including preparation/issue of resources as necessary; to assist with the display of work or other materials in corridors and on noticeboards, as required.
- 3.13. To report any health and safety issues or unsafe working practices as appropriate to the Senior Technician.
- 3.14. To be aware of, and comply with, policies and procedures relating to child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other school procedures, reporting all concerns to an appropriate person.
- 3.15. To attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the school.
- 3.16. To undertake any other broadly analogous duties.

#### 4. Knowledge & Experience

Please see Person Specification.

#### 5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

#### 6. Additional Information

- 6.1. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 6.2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
- 6.3. The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
- 6.4. Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
- 6.5. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
- 6.6. Post-holders will participate in the School's appraisal system.
- 6.7. Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
- 6.8. Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.
- 6.9. Post-holders will undertake other work of an appropriate nature in the interests of the School, as directed by the Headteacher.

<b>JOB HOLDER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

<b>LINE MANAGER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

# Person Specification

SECTION	ASSESSMENT METHOD
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	
<ul style="list-style-type: none"> <li>• A GCSE Science at Grade C+/4+ (or equivalent or higher qualification)</li> <li>• Recent relevant professional development</li> </ul>	Application form Proof of qualifications
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of using IT systems, to input, extract or manipulate data, plus as a communication tool</li> <li>• Experience of performance management procedures</li> <li>• Some form of 'hands-on' lab-related experience would be desirable</li> <li>• Experience of working in an educational environment would be desirable</li> </ul>	Application form Interview
<b>PERSONAL ABILITIES &amp; QUALITIES</b>	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team, and judge when to take decisions and when to seek advice</li> <li>• Ability to prioritise work and work to deadlines</li> <li>• Ability to work under pressure</li> <li>• Adaptability, flexibility and resilience</li> <li>• Methodical, analytical and accuracy in working practice</li> <li>• Ability to cope with the physical demands of an active job e.g. being on your feet most of the day, transporting equipment</li> </ul>	Application form Interview Tasks
<b>SKILLS &amp; KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• Good communication skills both verbal and written, including written and spoken fluency and accuracy in English</li> <li>• Ability to maintain records and to provide evidence of work, progress and attainment over time</li> <li>• A good understanding and competence in ICT</li> <li>• Ability to plan, monitor, evaluate and review work</li> <li>• Work effectively as part of a team; developing positive relationships with colleagues and other agencies as appropriate</li> <li>• Possess good organisational skills</li> </ul>	Application form Interview Tasks
<b>COMMITMENTS</b>	
<ul style="list-style-type: none"> <li>• A commitment to the aims and values of the school</li> <li>• A commitment to equal opportunities</li> <li>• A commitment to high standards of professionalism</li> </ul>	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

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