



## JOB DESCRIPTION

<b>Post Title</b>	Science Technician
<b>Salary Scale / Grade</b>	Scale 3
<b>Hours / Weeks per year</b>	37 hours per week - Term time plus 2 weeks (10 additional days)
<b>Responsible to</b>	Senior Science Technician

### Purpose:

To work with the Senior Science Technician and teaching staff to support teaching and learning within the Science Department by ensuring the safe and effective preparation, maintenance, storage and delivery of materials, chemicals and equipment to meet the needs of the Science curriculum whilst supporting practical science activities with students and teachers.

### Key Accountabilities:

- Under the overall control of the Senior Science Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum, including liaising with teaching staff and support staff outside of the department.
- To ensure the maintenance of a healthy and safe working environment through:
  - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources;
  - Keeping up to date with current procedures and practices through continuing professional development;
  - The provision of technical advice and support on health and safety issues to teaching and trainee technical staff;
  - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards;
  - The healthy and safe storage and accessibility of equipment and materials;
  - Liaising with the college Health and Safety Officer to lead on health and safety for the department.
- To assist the Senior Science Technician with the day-to-day organisation and development of trainee staff, to ensure that essential performance standards are achieved.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects including the support of the college's Science specialism.
- To support the Senior Science Technician in ensuring the availability of suitable materials and equipment by keeping up-to-date stock records.
- Under the overall control of the Senior Science Technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Support the Head of Department with the development and procurement of materials to support the new National Curriculum.

## **Other Responsibilities:**

- Obtaining materials by local purchase.
- Providing technical support to teachers, technicians and students.
- Assisting in practical classes and carrying out demonstrations.
- Checking fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks.
- Organising, storing and checking the condition of chemicals and equipment.
- Constructing and modifying apparatus.
- Setting up and caring for plant and animal collections.
- Preparing standard solutions, purifying chemicals and treating waste.
- Checking stock and the cleaning and repair of equipment.
- Ensuring teaching laboratories are equipped with stock equipment at all times.
- Assisting with general administrative tasks within the department.
- To follow and support college policies reflecting the college's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the college's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the college's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

## **Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

February 2023

<b>QUALIFICATIONS AND TRAINING</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Tested A – Application I – Interview T - Test</b>
GCSEs at 4 / C or above in English, Mathematics and Science or equivalent	✓		A
NVQ level 3 in Science subject or equivalent	✓		A
Higher Science qualification		✓	A
First Aid Certificate		✓	A
<b>EXPERIENCE</b>			
Day to day working experience and skill with Google Docs, Google Mail, Google Sheets and database systems	✓		A, I
Experience of working in a laboratory setting		✓	A, I
Experience of working in an educational setting		✓	A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Understanding of fundamental scientific concepts	✓		A, I
Knowledge of Health and safety legislation	✓		A, I
Knowledge of COSHH and safe handling of hazardous substances		✓	A, I
Knowledge of Electrical portable appliance testing		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
<b>SKILLS AND ABILITIES</b>			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good non-verbal communication skills	✓		I
Ability to work flexibly within a team	✓		A, I
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Excellent ICT and Administrative skills	✓		A, I
Organisational skills including ability to plan, prioritise and meet deadlines	✓		A, I
Correct handling of chemicals	✓		A, I
Ability to use Arbor		✓	I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Ability to maintain high quality professional relationships with all	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I