Job description

Job Title: Science Technician
Pay Scale: Grade 3

Job Purpose:

The role of Senior Science Technician is to lead and direct the science curriculum resources, whilst ensuring that the department is a safe space focused on risk management. The senior science technician will be responsible to prepare the materials and equipment required by the teaching staff, for use in practical demonstrations to support the challenging teaching and learning offered by the department and provide effective & efficient technical assistance to teaching staff within the Science department.

General duties:

Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within school H & S policy.

Contribute to a safe working environment by undertaking continuous professional development.

To take part in the school’s professional development programme.

Such other duties as may be commensurate with the grade and nature of the post.

To perform other such duties as the Head Teacher may from time to time determine.

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

To ensure all tasks are carried out with due regard to Health and Safety
To undertake appropriate professional development.

Specific duties:

1. Ensure the accurate and timely preparation of materials, apparatus and other equipment as requested by teaching staff in time to resolve any problems or eliminate uncertainty.

2. Proactively engage with colleagues to be available during practical lessons to provide technical assistance to enable the lessons to run smoothly and support as required in demonstrations and experiments in the classroom environment.
3. Ensure equipment and materials are returned and safely stored at the end of the lesson, then checked for state of repair and working order. Ensuring faulty or broken equipment is removed and for either repair or replacement and disposal.

4. Implement and maintain an effective system of stock control for both equipment and materials that can identify shortages and implement appropriate action.

5. Devise and operate a systematic storage system for all equipment and materials that can be operated easily and effectively by all members of the department.

6. Ensure the safe control, storage, use and disposal of chemicals and materials in line with the guidelines issued by the Department for Health, CLEAPS and the HSE.

7. Maintain a comprehensive and up to date inventory lesson resources, and provide requisition sheets and other key documents in use by the faculty.

8. Under direction of the relevant line manager prepare purchase departmental equipment capitation forms, whilst monitoring department budget to ensure financial efficiency.

9. (If applicable) Lead the technical team in a positive and acceptable manner by communicating effectively, being approachable and being open to receive comments and suggestions, where applicable. Make decisions appropriately, quickly and resolutely and maintain effectiveness in different situations. Delegate effectively as required, giving duties/responsibilities to your team that will enhance the service provision within the school.

**General**
Be aware and comply with all safeguarding policies of the school.
Be aware of and promote health and safety throughout the school.

**Other duties**
The post holder may be required to carry out duties other than those given in the job description, as requested by the school. The particular duties and responsibilities of the post may vary without changing
its general character or level of responsibility. Such variations would not in themselves justify a re-evaluation of the post.

To adhere to the ethos of the school.
To promote the agreed vision, aims and core values of the school.
To set an example of personal integrity and professionalism.
Attendance at appropriate staff meetings, parents’ evenings, school events.
To have or undertake a first aid at work qualification.

**Disclosure and barring**

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has enhanced level of Disclosure.

**Equal opportunities**

The post holder has a responsibility to understand and abide by the obligations laid down in the school’s equal opportunities policy.
## Person Specification

<table>
<thead>
<tr>
<th>Knowledge and Experience (Essential)</th>
<th>Senior Science Technician</th>
<th>Head of Science</th>
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<tbody>
<tr>
<td><strong>Post Title</strong></td>
<td><strong>Senior Science Technician</strong></td>
<td><strong>Head of Science</strong></td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Exceptional communication and interpersonal skills and passionate about delivering exceptional support.</td>
<td>Application Form / Interview</td>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
<td>Experience in a science laboratory setting.</td>
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<tr>
<td><strong>(Essential)</strong></td>
<td>strong planning, organisational and prioritising skills.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Health and safety practical knowledge</td>
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<tr>
<td><strong>(Essential)</strong></td>
<td>A systematic and logical approach to problem solving with a good attention to detail.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Experience of stock control and resource management.</td>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
<td>Experience in supporting an educational science laboratory.</td>
<td>Application Form / Interview</td>
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<td><strong>(Desirable)</strong></td>
<td>Ability to deliver practical support to Chemistry, Physics and Biology up to KS4</td>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
<td>Finance, science supply chain and resources knowledge</td>
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<tr>
<td><strong>(Desirable)</strong></td>
<td>Application Form / Interview</td>
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