# SCIENCE TECHNICIAN

# ROLE DESCRIPTION

|  |  |
| --- | --- |
| Job title & Grade | Science Technician  Grade 5 JE Code = D169 |
| Reporting & Communication | Headteacher  School Business Leader  Head of Science  Head of Subject |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday or Part-time considered |
| Annual Leave | Term time only plus 3 training days, incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | At the direction of the Head of Department, Head of Subject and subject teachers, coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liasing with teaching staff and support staff outside the department. |
| Additional Duties | None. |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | Under the supervision of the Head of Science and Head of Subject, the main duties of the Science Technician will include:  Specific Activities -   * Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans. * Demonstrate and assist others in the safe and effective use of specialist equipment/materials. * Assisting with practical classes and demonstrations, when required. * Maintenance of specialist equipment - check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs. * Monitor and manage the stock of equipment and consumables. * Producing consumable and equipment requisition forms, at the direction of the Head of Department (budget holder). * Collecting, checking and returning resources and equipment to stores. * Keeping laboratory surfaces, resources and equipment clean and tidy. * Maintaining clean and tidy prep rooms and storage areas.   Health and Safety -   * To ensure the maintenance of a healthy & safe working environment through:   + 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.   + Keeping up to date with current procedures and practices through continuing professional development;   + Adhere to risk assessments for technician activities. * Under the (overall) guidance of the Head of Department, to ensure that both routine and non-routine checking, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.   General Activities -   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Assisting in other areas of the school when requested. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

**Person Specification**

**Post Science Technician**

**Scale Grade 5**

|  |  |  |
| --- | --- | --- |
| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Skills**  **Knowledge**  **Aptitudes** | * Good practical skills and ability to work carefully and safely. * Knowledge of relevant policies/codes of practice/legislation applicable to role. * Interest in Science and a knowledge of the current educational framework * Basic ICT skills including Office 365 and Outlook email. * Relate well to adults and children. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Ability to self-evaluate learning needs and actively seek learning opportunities. | E  D  D  E  E  E  E |
| **Qualifications and Training** | * NVQ Level 2, GCSE or equivalent qualification or experience in Science * Good numeracy/literacy skills * Comply with Health and Safety Legislation. | E  E  E |
| **Experience** | * Providing technical support in an educational environment. | D |
| **Personal qualities** | * Ability to work constructively as part of a team or as an individual. * Organisational skills and attention to detail. * Ability to prioritise work and work unsupervised when required. * Show initiative and be self-motivating. * Able to multi-task. * Enthusiasm. * Able to meet deadlines. * Tolerant/resilience and able to work under pressure. * Calm and responsible. * Confident dealing with adults and young people. | E  E  E  E  E  E  E  E  E  E |