**Science Technician Job Description**

**Contract type: Permanent; term time only (39 weeks per year)**

**Hours: 37 hours per week, five days a week**

**Salary: Kent Range 5 (FTE - £19,723, actual salary working £16.963.94 based on working 39 weeks a year)**

**Responsible to: Head of Science**

**Main Purpose:**

This role will support teachers in the delivery of the curriculum within lessons. They will assist in the maintenance and preparation of the classrooms, apparatus and materials for staff and students, with a view to supporting safe, effective and efficient teaching and learning.

**Duties/Accountabilities:**

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| **Key responsibilities** | **Activities that are likely to be carried out** | **Indicative frequency** |
| Under the (overall) control of the HoD, 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 the department. | * Preparation of resources, assembling apparatus. * Obtaining materials by local purchase. * Giving technical advice to teachers, technicians and pupils / students. * Carrying out risk assessments for technician activities. Assisting in practical classes & carrying out demonstrations. | Daily  Weekly  Daily  Daily/Weekly |
| To ensure the maintenance of a healthy & safe working environment through the following:   * Actively contributing to the assessment, monitoring and review of both health & 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 & safety issues to teaching and trainee technical staff * The safe treatment & disposal of used materials including hazardous. substances and responding to actual or potential hazards. * The healthy & safe storage and accessibility of equipment and materials. | * Keeping up-to-date with health & safety requirements and with developments in practical science (attending courses and reading publications). * Giving health and safety advice to technical staff, teachers and students. * Disposal of waste materials, * Organising, storing and checking the condition of chemicals and equipment. * Attending department meetings. | As required  Daily  As required  As required  Monthly |
| To assist the HoD with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved. | Organising and supervising trainee technicians as required. | Daily |
| To contribute to the design, development and maintenance of specialist resources and/or long-term projects. | * Constructing & modifying apparatus. * Setting up and caring for plant collections. * Preparing standard solutions, purifying chemicals, treating waste. | As required  Daily  As required |
| To support the team ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records. | * Checking stock, ordering. * Keeping stock records. * Maintaining resources. | As required  As required  As required |
| Under the (overall) guidance of the team-leader, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. | * Collecting, checking and returning equipment to stores. * General laboratory cleaning of bench surfaces and fixed equipment. * Cleaning and repair of equipment. | Daily  Weekly  Monthly |

**Person Specification**

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| **Qualifications** | • 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** | • Experience of working in a laboratory environment  • Experience of working with young people |
| **Knowledge** | • 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** | • 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  • Ability to inspire students  • 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 |

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher of the incumbent of the post.