

Towers School and Sixth Form Centre



Job Description: Science Technician

Pay Grade: KR4 – KR5 (Dependent on Experience)

Hours: Monday-Friday 8.00-4.00 37 hrs per week

39w pa (Term Time + 5 days across the school year during half terms)

RESPONSIBLE TO: Senior Science Technician

Looking for an experienced science technician to join a busy science department in a brand new science block. Experience in biology or physics would be advantageous. Some flexibility of hours could be offered for the right candidate.

Purpose of the Job:

1. To abide by the guidance given by CLEAPSS in relation to: Practical Science/Health and Safety/Risk Assessment/Sources and Use of Chemicals
2. To prepare laboratory and scientific materials and equipment for class use, including experiments, demonstrations
3. Prepare solutions and chemicals to a high standard and demonstrate clean and methodical working
4. To support the science department in ensuring that equipment, apparatus, tools are kept in good order and repaired, serviced or replaced when necessary.
5. To ensure the general security of materials, chemicals, equipment and apparatus in the laboratories and in the preparation rooms
6. To support the Senior Science Technician in carrying out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections
7. To ensure that work is undertaken in accordance with relevant Health and Safety regulations, undertaking appropriate training to ensure knowledge is kept up-to-date
8. To undertake training relevant to the area of expertise, e.g. electrical testing, risk assessment
9. To ensure that the laboratories and preparation rooms are maintained in a clean, tidy and safe condition
10. To care for plant and animal resources within the department

11. To support the Senior Science Technician in maintaining adequate stocks of consumables, re-ordering, checking deliveries, records of expenditure and undertaking annual stock checks
12. To be responsible for departmental filing
13. To assist, when necessary, in a teaching situation, demonstration or with extra-curricular clubs
14. To assist with the setting up and maintenance of displays within the curriculum area, in laboratories and corridors
15. To undertake other clerical, administrative or technical tasks which fall within the purview of the post as directed by the Subject Leader or Operations Manager
16. To participate in the schools performance appraisal system

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Person Specification: Science Technician

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>GCSE or equivalents at grade C/4 in maths and English (essential).</p> <p>A levels or equivalents in a Science subject (desirable)</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> · Understanding of basic principles of health and safety in a school environment · Ability to relate well to children and adults · Experience of working in a scientific field or laboratory environment (desirable) · Experience of working in a school or similar establishment (desirable) · Good verbal and written communication skills and good standard of numeracy and literacy skills · Computer literate and competent in word processing, spreadsheets etc. · Ability to build and form good relationships with young people and colleagues · Ability to work constructively as part of a team, understanding school roles and responsibilities including own · Ability to absorb and understand a wide range of information · Ability to self-evaluate learning needs and actively seek learning opportunities · Ability to adhere to, and interpret, working procedures and policies in a school environment
Personal qualities	

	<ul style="list-style-type: none">· Organised, reliable, committed and trustworthy· Able to work flexibly to meet deadlines and respond to unplanned situations· Desire to enhance and develop skills and knowledge through CPD· Commitment to the highest standards of child protection· Recognition of the importance of personal responsibility for Health & Safety· Commitment to the school's ethos, aims and its whole community· Warm and welcoming whilst always completely professional· Robust, resilient and positive!· Sense of humour
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