|  |  |
| --- | --- |
| size 1 in house print only |  |

**Job Description:** Science Technician

|  |  |
| --- | --- |
| **School:** | **Brockhill Park Performing Arts College** |
| **Grade:** | **BPS. 15** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

**Key duties and responsibilities:**

1. Set up resources / materials / equipment for lessons.
2. Support structured and practical activities for groups or on a one-to-one basis.
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
4. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
5. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
6. Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
7. Undertake record keeping, as directed.
8. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

**Individuals in this role may also undertake some or all of the following:**

1. Secure and work with hazardous materials.
2. Provide clerical and administrative support as directed.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**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** | * Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.
 |
| **EXPERIENCE** | * Previous experience of similar work.
 |
| **SKILLS AND ABILITIES** | * Assembly, disassembly and cleaning of equipment.
* Ability to exchange of information both verbally and in writing with staff and suppliers.
 |
| **KNOWLEDGE** | * Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils.
* Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory). First Aid certificate.
* Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students.
* Use of basic technology (computer, video/DVD, photocopier etc.)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
 |