



# Wilmington Grammar School for Girls

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## Job Description

Job Title	Science Technician
Hours of work	4 days per week during term time (Days to be confirmed) Plus 5 inset days and 5 extra days to be agreed.
Salary:	Grade 5 (£24,500 - £27,250 FTE) pro rata
Responsible to:	Senior Science Technician

### Overall Job Purpose

To work within our Science Department providing technical support to teachers in preparing for practical lessons as well as providing assistance and practical advice to students. You will organise and manage the use of practical resources, undertaking basic maintenance of equipment and stock control.

### Main duties and responsibilities include:

#### Lesson Materials Preparation

- Assist with organising resources and providing the technical support for practical science lessons ensuring health and safety standards are maintained and the requirements to support high quality teaching and learning are met.
- Assist the Science Team to maintain a healthy, safe and productive work environment through the routine maintenance and preparation of equipment, prep rooms and learning spaces.
- Ensure the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.
- Contribute to the design, development and maintenance of specialist resources and/or planned projects e.g. science week, open evenings, within the Science Department.
- Prepare materials, apparatus and equipment for practical use including modifying, setting-up and testing apparatus and equipment.

#### Teaching and Learning Assistance

- Offer guidance, assistance and support to students on the practical aspects of the science curriculum.

- Interact with students in a supportive way to aid their development and their ability to think and learn.
- Be willing to work with small group of students in delivering demonstrations.
- To assist Cover Supervisors with work for absent teachers.

#### **Health and Safety:**

- To work with colleagues and others to maintain the health, safety and welfare of all those working within the Science areas.
- Keep up to date with health and safety requirements and with developments in Science teaching.
- Under the overall guidance of the Senior Technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.
- Ensure the safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances. Following CLEAPSS guidance.
- Contribute to ensuring that the classroom environment is a safe environment in which learning and skill development can take place.

#### **General Duties:**

- Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
- Understand and comply with the school's Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
- Work collaboratively with the whole staff team to play a part in delivering the school's ethos and culture.
- Be willing to occasionally visit other local schools within the MAT to share good practices and resources.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list of duties is not exhaustive.

## **Person Specification**

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
Education and Qualifications	<ul style="list-style-type: none"> <li>• An academic qualification, at least to A Level in sciences</li> <li>• Have a awareness/knowledge of HASAW, COSHH regulations and CLEAPPS requirements</li> </ul>	Degree level, in Sciences
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>• Ability to work to tight deadlines and be flexible in supporting other staff.</li> </ul>	Previous experience working as a technician in an

	<ul style="list-style-type: none"> <li>• Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school</li> <li>• Ability to work effectively as part of a team.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate well with students</li> <li>• Ability to organise own time to ensure that resources are available when required</li> </ul>	educational setting.
Special aptitudes	<ul style="list-style-type: none"> <li>• Excellent analytical and communication skills</li> <li>• Ability to meet ALL internal and external deadlines ensuring work is of an exemplary standard.</li> <li>• Must have the upmost integrity as well as high levels of motivation and commitment.</li> </ul>	

### Application Process

**To Apply:** Visit the Vacancies page of our school website [www.wgsg.co.uk](http://www.wgsg.co.uk).

**Closing Date:** **9am on Friday 27<sup>th</sup> June 2025**

**Interviews:** Interviews will be held the following week.

Please note we will assess applications as they arrive, and this may mean that we decide to close the application process earlier than the published closing date.