**Name of role: Science Technician**

**Job Description / Person Specification**

**SUMMARY OF MAIN JOB ROLE AND RESPONSIBILITIES**

**Reports to:** Head of Science / Assistant Headteacher

**Hours:** Full time – 37 hours per week - Term time only

Monday to Thursday: 08:00 – 16:00

Friday: 08:00 – 15:30

**Grade**: SC.3 Points 5 – 6 (£19,312 to £19,698) which will be reduced pro-rata for term-time only.

**Job Purpose:** To contribute towards the aims and vision of the school. To undertake duties in support of the work of the teaching staff and the Senior Leadership Team in the science department.

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| **Main Duties and responsibilities** |
| * The preparation of materials and equipment for Science across all lessons. * Maintaining laboratories and preparation rooms and their equipment, and services in good order. * General duties in support of the teachers in all school departments e.g. photocopying. * Sharing in the administrative duties of the school. * The precise duties would be determined by the Head Teacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below. |
| **Science** |
| * Preparation of science materials and equipment * Carry out risk assessments for technical activities * Disposing of waste materials * Collecting apparatus and chemicals from storage; * Preparing necessary solutions; * Checking individual components in and out for class use; * Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons; * Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff; * Preparation of chemicals and solutions * Liaising with staff over use of equipment and stock; * Advice staff of any problems, including safety aspects; * Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials; * Returning apparatus, etc. and chemicals to storage as soon as practicable; * Repairing damages or arranging for this to be done; * Constructing apparatus and equipment. * Purchase of sundries from local supermarkets * Routing maintenance of science laboratories and preparation rooms, their equipment and services: * Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room; * Cleaning the sinks, chemicals on bench tops, spillage’s of chemicals on floor; * Storing materials tidily; * Keeping equipment clean; * Looking after animals, insects and plants kept by the department; * Cleaning of goggles * Cleaning of safety screens, fume cupboards and other items. * Carrying out safety checks on equipment, e.g. Bunsen tubing etc * Maintaining the stocks of science chemicals and equipment, for example;Taking stock of chemicals, consumables, stationery, books and breakable items * Ordering of the above * Checking deliveries |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will have:   * Competent ICT skills Microsoft Office suite of programmes * 5 GCSEs at grade C or above (or equivalent) including English, Maths and Science. | * An Enhanced DBS * An up-to-date first aid certificate. * Safeguarding training * Evidence of undertaking recent science technician courses. * Health and safety qualification. * Evidence of undertaking recent science technician courses. |
| **Experience** | * Experience of working in a Secondary school in a similar role. * Experience working with children and young people |  |
| **Knowledge and skills** | * Knowledge of KS3, KS4 and KS5 science curriculum * Able to communicate patiently and establish/maintain appropriate professional relationships with young people. | * Flexibility in first years of DCS operation. |
| **Personal qualities** | The successful candidate will have:   * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * High expectations of self and a desire to maintain professional standards. * The ability to work as both part of a team and independently. * The ability to maintain successful working relationships with colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities * A commitment to supporting others. * An excellent understanding of confidentiality. * A warm, engaging and transparent personality.   The successful candidate will be:   * Committed to promoting high quality and consistent practices. * Dedicated to their professional development and achieving desired qualifications. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. * Capable of handling a demanding workload and successfully prioritising work. * Professionally assertive and clear thinking. * A good team player, with the ability to also work using their own initiative. * Willing to go the extra mile. * Able to quickly adapt to changes. | * Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. * Able to work in small teams |