

Job Title: Science Technician
Responsible to: Head of Science, Senior Science Technician, but works to the requirements, and in support of, individual teachers on a day to day basis.

Grade: D
Hours of work 37 hours per week, term time + 2 weeks (Hours to be agreed)

PURPOSE AND VISION

Under the direction of the Senior Science Technician or other appropriate supervisor, and in accordance with the practices and procedures of the Academy, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff.

To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.

PRINCIPAL ROLES AND RESPONSIBILITIES

PROVISION OF PRACTICAL FACILITIES AND RESOURCES

- To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.

To ensure appropriate levels of stock are maintained to meet the requirements of the Department, monitoring the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks, and ensuring that residues and outdated stock are disposed of in a safe, efficient manner.

To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.

- To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.

To install, test and calibrate both existing and new equipment.

To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.

To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.

- To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

- To deal with spillages/emergencies during practical activities.
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others.
- To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for reuse.

GENERAL DUTIES

- To be aware of, and to comply with, all departmental/Academy instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
- To contribute to safe working practice in preparation/storage/teaching areas.
- To maintain an up to date knowledge of technical developments in the field.
- To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual materials as required by departmental teaching staff, etc.
- To provide scientific assistance and advice when plumbers or others are working on the waste disposal or plumbing systems within the laboratory.
- Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- To undertake any other duties within the scope of the post, as required by the Head of Department, Senior Science Technician or other appropriate supervisor.
- To undertake and renew as required First Aid Training
- Respecting confidential issues linked to home /students / teachers Academy work and to keep confidence as appropriate
- To keep up to date with the Academy procedures for safeguarding and child protection, reporting any concerns to senior designated person
- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine

STAFF TRAINING DAYS

5 days to be taken as full days with all teaching staff.

PERSONAL QUALITIES, SKILLS AND EXPERTISE

Having passion and enthusiasm to help young people to succeed, good communication and team working skills, along with patience, determination, and a good sense of humour are all qualities considered necessary to be successful in this position.

TRAINING AND DEVELOPMENT

On the job or other relevant training will be provided within school as requested. Training needs and opportunities will be identified in the annual departmental review or through discussion with the Assistant Headteacher/Deputy Headteacher.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.