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| **Job title:** | Science Technician | **Team:** | Science Department |
| **Reporting to:** | Curriculum Leader, Science and ultimately responsible to the Headteacher | **Contract:** | 1 Year Fixed Term Contract – Gap year/Placement year. Term time plus 5 days  |
| **Grade:** | 5 | **Hours/week** | 37 hours per week, 39 weeks per year  |

**Main purpose of the role**

Technical and practical support to teachers of science

**Principal responsibilities**

Technicians are vital to the work of the school and they are seen very much as part of our whole team. The successful applicant needs to have a real interest in the subject, be flexible and well-organised. It is important that he/she can use their initiative and work on their own when necessary. Previous experience, qualifications or training in relevant science technical support would be an advantage but is not essential.

**Key tasks**

1. Performing general duties within science department, including helping in the preparation for lessons

2. Liaising with staff to ensure adequate preparations have been made for the successful delivery of lessons

3. Responding to staff requests and planning ahead under the guidance and direction of the senior science technician(s)

4. Maintaining apparatus and attending appropriate training courses as required

5. Supporting the department’s adherence to health and safety regulations

6. Tidying work rooms, store-rooms and maintaining teaching resources in good order

7. Perform electrical appliance testing for the department (training provided)

8. Prepare, clean and maintain equipment and materials in the preparation rooms and laboratories when necessary

9. Help organise and maintain the worksheet resources in the department

To carry out any other duties that your line manager may reasonably request

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| Person Specification |   |

**Qualifications/training**

GCSE: English, maths, science at grade C /level 4 or above, or equivalent. Qualifications at A level or other relevant qualifications up to and including degree level, may be an advantage

**Skills/abilities**

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| 1. Previous successful experience of working in a laboratory preferable
2. Previous experience of implementing health and safety regulations in the workplace
3. Ability to work to deadlines without supervision
4. Good numeracy and literacy skills essential
5. Care and attention to detail, and a methodical approach to work, with good communication skills
6. Ability to plan ahead, good organizational skills, personal time management, and an analytical approach to problem solving
7. Qualified first aider or willingness to do one-day training
8. Ability to understand training and development needs
9. Ability to relate well to students of all levels and to colleagues
10. Ability to work as part of a team

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**Knowledge**

Specific job-related ICT knowledge

Health and Safety at work awareness

**Experience**

Experience of working in a school preferred but not essential

**For all staff**

You have specific responsibilities under Health & Safety legislation to ensure that you:

* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable