

## Science Technician Job Description

<b>Role</b>	<b>Science Technician</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To provide technical support to the science teachers, contributing to the students' learning experience by assisting with the preparation of materials and apparatus for practical work.</li> <li>• To adhere to all legislative requirements in relation to Health and Safety.</li> </ul>
<b>Accountable to:</b>	Head of Science Department
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To resource, prepare and recover scientific apparatus and equipment from demonstrations and class practical work and all assessed practical work in accordance with specifications.</li> <li>• To organise, in conjunction with other staff, the maintenance of equipment and facilities across the three sciences ensuring equipment is in good working order, either by repairing it or arranging a specialist repair and undertaking periodic safety checks of equipment in the laboratory.</li> <li>• To organise safe storage and cataloguing/database of chemicals, equipment and stock within the science departments.</li> <li>• To prepare and maintain stock solutions, including those made from concentrated acids, alkalis and other potentially hazardous chemicals, safely and appropriately.</li> <li>• To support the teaching staff in preparing teaching resources, DVDs, games, activities etc.</li> <li>• To offer technical support within a practical lesson where necessary.</li> <li>• To help research subject topics where needed e.g. practicals for new areas of work.</li> <li>• To liaise with other Technicians and members of the Science Faculty, where appropriate, in the sharing of equipment and facilities for use in delivering science lessons.</li> <li>• To support the Head of Department with the smooth running of the Science Department, as required.</li> <li>• To check the fulfilment of all orders on delivery.</li> <li>• To be aware of, and up to date with, the latest Health and Safety advice and information for Scheme in Education as detailed by organisations such as CLEAPSS, ASE etc. (including the reading of CLEAPSS bulletins).</li> <li>• To safely dispose of chemicals, including concentrated acids, alkalis,</li> </ul>

	<p>hazardous chemicals and other hazardous substances, including microbial cultures, dissection and animal waste, in line with current regulations.</p> <ul style="list-style-type: none"> <li>• To help teachers make appropriate Risk Assessment sheets, and keep them available for key lessons.</li> <li>• To maintain high levels of organisation in the prep room and with teaching resources.</li> <li>• To maintain displays and posters in coordination with the Head of Department.</li> </ul>
	<p><b>2. Health and Safety:</b> As an employee you are expected:</p> <ul style="list-style-type: none"> <li>• To take reasonable care of your own health and safety.</li> <li>• To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work.</li> <li>• To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.</li> <li>• To not interfere with or misuse anything that has been provided for your health, safety or welfare.</li> <li>• To report any injuries, strains or illnesses you suffer as a result of doing your job.</li> <li>• To tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury).</li> <li>• To tell your employer if you take medication that makes you drowsy, if you drive or operate machinery.</li> </ul> <p><b>Particular H&amp;S issues for this post are:</b></p> <ul style="list-style-type: none"> <li>• To deal with biohazards, spillages, broken glass, concentrated acids and alkalis, glass bending etc.</li> <li>• To be vigilant at all times when pupils are present.</li> <li>• To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials.</li> </ul>
	<p><b>3. STANDARDS AND QUALITY ASURANCE</b></p> <ul style="list-style-type: none"> <li>• Support the aims and ethos of the school as set out in the School Policies.</li> <li>• Participate in staff training.</li> <li>• Set a good example in terms of dress, punctuality, conduct and attendance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend team and staff meetings as requested.</li> <li>• Undertake professional duties that may be reasonably assigned by the Head/Line Manager.</li> <li>• Be proactive in matters relating to health and safety.</li> </ul>
	<p><b>5. TRAINING AND DEVELOPMENT OF SELF AND OTHERS</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain a culture of high expectations for self and others.</li> <li>• Regularly review own practice, set personal targets and take responsibility for own development.</li> </ul>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> <li>Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.</li> <li>Contribute to the school's programme of extra-curricular activities.</li> <li>Support and contribute to the school's responsibility for safeguarding students.</li> <li>Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>Engage actively in the performance review process.</li> <li>Adhere to policies as set out in the Cognita Employee Handbook</li> <li>Undertake other reasonable duties related to the job purpose required from time to time.</li> </ol>
<b>Review and Amendment</b>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

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### Skills Required

Very good interpersonal skills including the ability to relate well to people on all levels	Essential
Ability to work effectively as a member of the Science team	Essential
Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	Essential
High level of ability to follow instructions with competence	Essential

### Knowledge Base

An awareness of recent important national educational developments.	Essential
A clear understanding of recent developments in teaching and learning.	Desirable

### Qualifications/Attainment/Experience

A good general education	Essential
A qualified graduate	Desirable
Background or relevant experience in Physics, Chemistry or Biology	Essential
Competent user of ICT to support own work	Essential
Relevant experience with the preparation and handling of chemicals and scientific equipment	Desirable
A good understanding of laboratory safety	Desirable

### Attitude/approach

Personal integrity, honesty, energy, stamina, enthusiasm and flexibility	Essential
Commitment to personal development and life long learning	Essential

### Safeguarding

*The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or /welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Head.*