

Science Technician

Contract: Salary Scale 5 / 52 Weeks / 36 hours a week

Reporting to: Lead Science Technician and HOD Science

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
<p>Under the (overall) control of the lead technician, to coordinate the use of practical resources and facilities.</p> <p>Provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.</p>	<ul style="list-style-type: none"> Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities. Assisting in practical classes & carrying out demonstrations. 	<p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Daily</p> <p>Weekly</p>
<p>To ensure the maintenance of a healthy & safe working environment through:</p> <ul style="list-style-type: none"> Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources. Keeping up to date with current procedures and practices through continuing professional development. The provision of technical advice and support on health & safety issues to teaching and trainee technical staff. The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards. The healthy & safe storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> Keeping up to date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.) Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending department meetings. 	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>
<p>To assist the lead technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.</p>	<ul style="list-style-type: none"> Organising and supervising any trainee technicians as required. 	<p>Daily</p>
<p>To contribute to the design, development and maintenance of specialist resources and/or long-term projects.</p>	<ul style="list-style-type: none"> Constructing & modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste. To liaise with specialist agencies. 	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p>
<p>To support the lead technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.</p>	<ul style="list-style-type: none"> Checking stock, ordering. Keeping stock records. Maintaining resources. 	<p>As required</p> <p>Annually</p> <p>As required</p>

Keeping up-to-date stock records.		
Under the (overall) guidance of the lead technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.	<ul style="list-style-type: none"> Collecting, checking and returning equipment to stores. General laboratory cleaning of bench surfaces and fixed equipment. Cleaning and repair of equipment. 	Daily Weekly Monthly
To contribute to the Science Department's preparation and presentation at Open Evening events.	<ul style="list-style-type: none"> Preparing resources and experiments for Open Evenings. Being present to support teachers and students on Open Evenings. 	Annually Annually

Experience

- Experience of working with young people of secondary school age

Knowledge/Skills

- Excellent record of attendance and punctuality
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Can use ICT effectively to support all aspects of the role.
- Specialism in Biology, Chemistry, Physics

Equal Opportunities

- To implement the local authority and Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post.

Continuing Professional Development

- Willingness to undertake additional training/staff development as appropriate
- Ability to reflect on your own professional practice
- Willingness to support the professional development of others

Safeguarding, Health & Safety

- To support the school's commitment to safeguarding and promoting the welfare of children in school.
- To adhere to all procedures within the school to ensure the safety of all children.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well as Council and Governing Body policy.

This post is subject to regular review to meet the changing needs of the school.