

JOB DESCRIPTION

JOB TITLE	Science Technician
HOURS OF WORKING	32 hours per week, Term Time plus Inset days plus 1 extra week
SCALE	Single Status Grade 4 Points 8 -10
RESPONSIBLE TO	Senior Science Technician

JOB PURPOSE

Under the overall control of the team leader/senior technician, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department.

KEY TASKS

1. To maintain a healthy and safe working environment through:
 - 1.1. Training specific to the role to develop knowledge of Health and Safety and COSHH regulations.
 - 1.2. Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources.
 - 1.3. Keeping up to date with current procedures and practices through continuing professional development.
 - 1.4. Providing technical advice and support on health & safety issues to teaching and support staff.
 - 1.5. Ensuring safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - 1.6. Ensuring the healthy and safe storage and accessibility of equipment and materials
 - 1.7. Carrying out health & safety and risk assessments relating to laboratory work and apply C.O.S.H.H. regulations and assessments.
 - 1.8. Demonstrate that able to prepare chemicals for school use, ensuring safe handling and storage in line with Health & Safety and COSHH regulations unsupervised.
 - 1.9. Demonstrate Health and Safety and COSHH regulations and provide technical advice and support on health & safety issues to teaching staff without referral to the Senior Science Technician.
 - 1.10. Demonstrate helping to compile orders, liaising and negotiating with suppliers.

2. To contribute to development and maintenance of specialist resources and provide assistance and support to technicians and teachers on the practical aspects of the curriculum.
 - 2.1. To deliver resources and equipment to rooms and set out equipment and resources in preparation for lessons.
 - 2.2. To collect, check and return equipment to stores.
 - 2.3. To clean and clear laboratories of equipment and materials after use, ensuring rooms are left clean, tidy and in good order.
 - 2.4. Under supervision, prepare chemicals and solutions for school use, ensuring safe handling and storage in line with Health & Safety and COSHH regulations.
 - 2.5. To make up and maintain class sets of equipment, chemicals and resources.
 - 2.6. To carry out routine maintenance of equipment, reporting any problems to senior technician.
 - 2.7. To assist in annual stock checks and cleaning of storage areas.
 - 2.8. To set up and maintain audio visual aids, computers and data logging equipment.
 - 2.9. Under supervision assist in practical classes and carry out demonstrations.
 - 2.10. To maintain and propagate plants necessary for practical lessons.
 - 2.11. To support the Senior Science Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
 - 2.12. To use an autoclave to prepare sterile inoculating plates and demonstrate sound sterile techniques.
 - 2.13. Assist in practical classes and carry out demonstrations unsupervised.
3. General
 - 3.1. To carry out any other tasks as required by the Science Team
 - 3.2. Maintain a tidy and professional working environment
 - 3.3. Maintain efficient systems
 - 3.4. To carry out the above duties in accordance with the School's Policies and Guidelines.

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- *This job description sets out the duties of the post at the time it was published.*
 - *The hours and the job description may be modified depending on the needs of the Academy Trust*
 - *The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
The priorities for each year will be reviewed against this job description annually through performance management meetings

**CAVENDISH SCHOOL
PERSON SPECIFICATION**

JOB TITLE		Science Technician	
GRADE		Single Status Grade 4 Points 8-10	
		Essential	Desirable (Developmental)
Qualifications	<ul style="list-style-type: none"> • Knowledge of Science and/or the Science curriculum 	✓	
	<ul style="list-style-type: none"> • GCSE Science, English and Maths C or above. 	✓	
	<ul style="list-style-type: none"> • NVQ2 in Laboratory and Associated Technical Activities (LATA) or Level 2 Certificate in Laboratory Technical Skills or equivalent. 		✓
	<ul style="list-style-type: none"> • Evidence of recent training 		✓
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of the main Health & Safety regulations, and how they apply in a school environment 	✓	
	<ul style="list-style-type: none"> • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools 	✓	
	<ul style="list-style-type: none"> • Knowledge of COSHH and regulations in relation to the safe handling and storage of chemicals 	✓	
	<ul style="list-style-type: none"> • An interest in Science and supporting pupils' learning 	✓	
	<ul style="list-style-type: none"> • Previous experience working in a school 		✓
	<ul style="list-style-type: none"> • Previous experience as a Trainee or Science Technician 		✓
Skills and abilities	<ul style="list-style-type: none"> • Ability to carry out risk assessments in relation to laboratory work 	✓	
	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner 	✓	
	<ul style="list-style-type: none"> • Ability to carry out routine maintenance of equipment 	✓	
	<ul style="list-style-type: none"> • Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date 	✓	

	<ul style="list-style-type: none"> • Ability to contribute to the maintenance of accurate work records and inventories 	✓	
	<ul style="list-style-type: none"> • Ability to establish positive relationships with students, including those with special educational needs 	✓	
	<ul style="list-style-type: none"> • Ability to undertake a range of practical tasks 	✓	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work effectively as part of a team 	✓	
	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 	✓	
	<ul style="list-style-type: none"> • Willingness to maintain confidentiality on all school matters • 	✓	
	<ul style="list-style-type: none"> • An enhanced DBS check will be needed for this post 	✓	

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school