



Job Description

Science Technician

Reporting Relationship: Head of Science Faculty/SLT

JOB PURPOSE

- Under the direction and guidance of Curriculum leader and senior staff to provide specialist technical support within the Science Curriculum area.
- To oversee the efficient day-to-day running of the department's designated classroom and laboratories.
- To prepare physical resources, set up and maintain specific machines and equipment and, where appropriate to support pupil learning in the classroom under the direct instruction of specialist staff.
- To ensure the highest standards of Health and Safety within the Science area.

MAIN DUTIES

- Create and maintain a purposeful, orderly, safe and productive working environment.
- Timely and accurate preparation and use of specialist equipment, resources and materials.
- Maintain all equipment and machines in good working order.
- On a regular, agreed basis to ensure that any faults are identified, recorded and reported to appropriate line manager and that repairs are organised in line with Curriculum area and school procedures.
- Be responsible for the effective working of booking systems within the Science area.
- Contribute to planning, development and organisation of systems/policies/procedures.
- Ensure the safe and appropriate storage of all equipment, utensils, tools, materials and chemicals.
- Monitor stocks of consumables, keep records of requisitioned goods and, under the direction and authorisation of line managers, to order stock required for the running of the Curriculum area.
- Complete an annual stock taking of equipment and resources.

- Carry out risk Assessment of specialist rooms and equipment within the area in line with school and Curriculum area Health and Safety policy.
- Support staff in the use of I.C.T.
- Direct and supervise the work of other support staff allocated to and working within the Science Curriculum area.
- Help staff with the effective display of pupil work.
- To undertake administrative tasks for the science department staff, when required.
- Under the direction of specialist teaching staff, support pupils in the use of specialist materials and equipment.
- To support school educational visits, when required.
- To provide support for small groups of pupils in a learning capacity, when required.

RESPONSIBILITIES:

- Be aware of and comply with, policies and procedures relating to Child Protection, health and Safety, security and confidentiality and, if concerned over any issue, reporting it to the relevant member of staff.
- As appropriate, ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and ethos of the school.
- Attend and participate in meetings as appropriate.
- Undertake training needed to fulfil job specifications effectively and recognise opportunities for further development within the school.
- Participate in school Performance Management procedures.
- Implement planned, agreed supervision of pupils out of lesson time eg. Clubs / extra-curricular activities.
- First Aid trained and a nominated First Aider.

Person Specification

Science Technician

	Qualifications and Experience	Method of assessment
Essential	Specialist technical support to science curriculum.	Application form / Interview
	Education Workforce Council registration as a School Support Worker	Application Form
	Experience of working in a school or similar environment	Application form / Interview
	Excellent numeracy/literacy and IT skills	Application form / Interview
	Experience of providing administrative support, assisting with lesson plans, maintaining equipment and monitoring stock where appropriate.	Application form / Interview
	Maintaining records and data	Application form/ Interview
	Preparing physical resources and ensuring a safe work environment for all concerned	Application form / Interview
	Experience of child protection procedures and commitment to safeguarding pupils	Interview
	Experience of safe storage of chemicals and other resources.	Application form/ Interview
	A willingness to learn First Aid and act as a nominated First Aider	Application form / Interview
	Assisting staff with educational visits	Application form/ Interview
Desirable	NVQ or other equivalent qualification in relevant discipline	Application form
	Health and Safety training	Application form / Interview
	First Aid Training	Application form / Interview

	Knowledge and Skills	Method of assessment
Essential	Knowledge of curriculum support requirements specifically relating to Science	Application form / Interview
	ICT skills	Application form / Interview
	Ability to relate well to children and adults.	Interview
	Excellent communication skills both verbally and in writing.	Interview
	Excellent time management skills	Interview

	Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
	Ability to work constructively and flexibly as part of a team.	Application form/ Interview
	An ability to establish and develop positive relationships throughout the school.	Interview
	An ability to take ownership of problems and find solutions accordingly.	Application form/ Interview
Desirable	Risk Assessment skills	Application form / Interview

	Personal Attributes	Method of assessment
Essential	Excellent communication skills both verbally and in writing.	Application form / Interview
	The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others.	Interview
	The experience and ability to deal positively with staff and pupils	Application form / Interview
	Effective time management skills	Interview
	Effective use of ICT	Application form / Interview
	The ability to be flexible and positive, dedicated and trustworthy	Interview