



Science Technician

Responsible to: Head of Department.

Purpose:

- Provide practical assistance, support, and advice in the delivery of the science curriculum, with a particular focus on one science and an expectation to support the other sciences
- To ensure that a safe, effective, and efficient technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion, and recording of necessary checks.

KEY RESPONSIBILITIES

- Prepare, deliver, and assemble apparatus including worksheets, books, and audio-visual aids to be available
- Construct & modify apparatus
- Maintain resources and apparatus in laboratories and prep room
- Collect, check, and return equipment to stores.
- Prepare standard solutions, purify chemicals, treat, and dispose of waste materials
- Set up and care for plant and animal collections.
- Organise, store, and check the condition of chemicals and equipment.
- Check stock and maintain stock records.
- Carry out risk assessments for technician activities.
- Keep up to date with health & safety requirements and with developments in practical science. (Attending courses & reading publications including CLEAPPS and COSHH regulations)
- General laboratory cleaning of bench surfaces sinks and fixed equipment, general cleaning, and repair of equipment
- Purchase materials locally
- Carry out administration tasks to support in provision of learning activities and to support students
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training
- Give technical and health & safety advice to teachers, technicians, and pupils/students.
- Assist in practical classes and carry out demonstrations, providing appropriate advice.
- Carry out safety checks to include; fume cupboards, pressure valves (external company), radioactive leak tests and first aid kits
- Trial practical activities specific to subject lead
- Prepare and make teaching aids which are required for use in the laboratories
- Carry out risk assessments for technician activities related to specific subject lead (i.e required practicals and regular practicals within Y8)
- To take the lead role in the design, development, and maintenance of specialist resources for specific subject lead



- To undertake the lead role in their subject lead on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the standard required
- Co-ordinate the preparation and delivery of cover work to appropriate lessons across the department
- To be responsible within their subject lead for setting up and monitoring systems used in the management and control of practical resources including leading on stock control, compiling orders, liaising, or negotiating with suppliers and maintaining appropriate records
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy within their subject lead.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive working relationships.

Internal

Students, Teaching staff, Support staff, School Leadership Team, School Governors, Lead SEN Governor

External

Financial Accountancy & Auditing Services Provider, Suppliers, Parents, Schools, Local Authority, General Public, Business and Voluntary Organisations, Contractors

Notes:

- The school reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustment will be considered as required by the Equality Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.



Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
 - 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure.
 - b. Checks of professional status (EWC; QTS etc.).
 - c. Confirmation of professional qualifications.
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
 - 2. We only accept applications completed on the Droitwich Spa High School and Sixth Form Centre application form with a covering letter. Please do not send CVs or open testimonials.
 - 3. Please ensure that application form is completed in full. You must ensure that a full work history is provided and that any gaps in your employment are fully explained.
 - 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
 - 5. When seeking references, we will request information about your suitability to work with children.
 - 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Person Specification

COMPETENCY	ESSENTIAL
SKILLS & ABILITIES	<ul style="list-style-type: none">• Flexible attitude to working conditions and change.• Able to work on own initiative and 'think on one's feet'• Work with a high degree of accuracy• Effective use of information technology• A positive approach to resolving problems• Use of email
QUALIFACTIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• NVQ 2 or 3 or equivalent qualification or experience in relevant discipline• Strong numeracy/literacy skills• Computer literate – Word and Excel in particular• Personal work planning and organisational skills• Working in a demanding environment• Working to strict deadlines• Managing several tasks simultaneously
PERSONAL QUALITIES	<ul style="list-style-type: none">• Maintain high professional standard of attendance, punctuality, appearance, conduct and positive respectful relations with students, parents, and colleagues• Ability to communicate effectively with all members of the team, verbally and in writing• Establish effective working relationships with teaching and non-teaching staff• Ability to work unsupervised if necessary• Ability to work under pressure• Effective time management and organisation• Enthusiastic and self-motivated• Able to maintain confidentiality• Able to connect easily with children and adults