



Science Technician

Responsible to:	Assistant Head of Science
Band:	3a
Salary:	£16,422 per annum (£24,305 FTE)
Hours:	1140 hours per annum usually worked at the rate of 30 hours per week Term Time only.

Purpose and Scope of the Role

Provide practical assistance, support, and advice in the delivery of the science curriculum.

Main Duties & 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 – working with Finance and Head of Science to order replacement stock where necessary
- 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.)
- General laboratory cleaning of bench surfaces sinks and fixed equipment, general cleaning, and repair of equipment
- Carry out administration tasks
- 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.
- Check fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks, etc.
- Trial practical activities
- Prepare and make teaching aids which are required for use in the laboratories

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
- To attend relevant meetings and training sessions



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
- We are committed to providing an inclusive and accessible working environment. We will make reasonable adjustments, in line with the Equality Act 2010, to support disabled employees and applicants throughout the recruitment process and during employment.
- 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.

PERSON SPECIFICATION

Science Technician Band 3

COMPETENCY	ESSENTIAL	DESIRABLE
<p>SKILLS & ABILITIES</p>	<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 	<ul style="list-style-type: none"> • Experience of the assortment of apparatus and chemicals used in schools • An appreciation of safety measures necessary in school science laboratories • Ability to set up, maintain and repair the range of science equipment in
<p>QUALIFACTIONS/ KNOWLEDGE AND EXPERIENCE</p>	<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 	<ul style="list-style-type: none"> • Comprehensive knowledge of appropriate policies/codes of practice and appreciation of relevant regulations • Knowledge of Health & Safety Issues including COSHH and CLEAPPS • Science equipment • Working in a school • Working in a school science laboratory
<p>PERSONAL QUALITIES</p>	<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 	



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. In particular, 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.