

Job Description Science Technician

APT&C

Part-time: 41 weeks per year (term time (39 weeks) plus 2 weeks during school holidays) plus 5.5 weeks holiday pay.
Hours: 37 hours per week: 8:00 - 11:30, 12:00 - 16:00 (15:30 on 1 day TBC)

Job Purpose

To work as part of a team in providing technical support to all science activities in the department which has a higher than average proportion of AS and A2 lessons in this National Teaching School.

Under the direction of the Senior Science Technician to have primary responsibility for providing full technical and clerical support to teaching staff who provide Physics science education to pupils at A Level and the other Key Stages. Responsible for the maintenance and resourcing of the Physics Preparation Room and classrooms.

This job description shows the areas of work you will usually carry out. The nature and range of tasks will change with time and technological developments.

All support staff are expected to undertake tasks beyond their Job Description that are necessary to ensure the smooth running of the school.

Main Duties and Responsibilities:

1. Responsible for working from the Science Schemes of Work ("SOW") for all Key Stages throughout the School to determine what materials, specimens and equipment are required throughout the school year; checking stock levels and requesting orders for materials.
2. Working from the Science SOW; ensuring that appropriate books, materials, specimens, apparatus and equipment, PCs etc. are supplied, made ready and assembled on a timely basis for each lesson in line with safe practice.
3. Preparing any materials and solutions correctly and safely and issuing to teaching staff appropriate safety information e.g. Hazards
4. Remove equipment, materials and specimens from the laboratories after lessons, clean up spills and breakages having regard for chemical or other hazards as appropriate and ensure that the laboratories are kept in a clean and tidy condition.
5. Ensure that, in accordance with safe practice, used equipment and materials are withdrawn for disposal or reuse.
6. Respond to reasonable requests from students for assistance and guidance.
7. Updating and collating sets of past examination papers, allocate and collect books for Science students.
8. Assist in the maintenance of database records of chemicals equipment and text books. Ascertain and maintain minimum stock-holding requirements based upon usage demands of current syllabus.
9. Receiving and checking deliveries against the delivery notes and original orders. Organising and maintaining the efficient and safe storage of books, equipment, materials and specimens.
10. Assist in the organisation and co-ordination of laboratory changes for classes when required.
11. Make simple apparatus for class use or demonstration purposes.
12. Clean glassware and other apparatus, carry out simple repairs.
13. Photocopy worksheets and schemes of work for the new academic year, or as requested by Teaching staff.
14. Support and assist in the general day to day work of the department, including standing-in for other members of the Technician team in their absence.

Additional Support Tasks

1. Photocopy resources required for lessons and departmental purposes.
2. Order and shop for materials required for lessons
3. .
4. Plan resources for practical classes.
5. Liaise with other technical staff and outside agencies.
6. Attend relevant Health and Safety meetings as requested.
7. Support and assist in the general day to day work of the department and to contribute to important occasions such as A Level taster days and Open Evenings, etc, as requested by the Head of Department.
8. Support and assist with Science outreach work, being aware that, on occasion, this may take place out of normal hours and may include off site support.
9. To attend relevant training and take responsibility for own development.
10. To attend relevant School meetings as required.
11. On occasion you may be asked to work in other areas of the school where support is required
12. To be available to work in other areas of the school as requested.
13. To respect confidentiality at all times.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed: Date:

Science Technician

Person Specification

Experience:	Experience of working in Science / Laboratory environment. Experience of working with Secondary age children is desirable.
Qualifications:	A Biology qualification is essential. City & Guild's Science Laboratory Technician's Certificate Ordinary or recognised equivalent qualification is desirable. Good level of numeracy and literacy qualifications. Any other relevant qualifications relating to the requirements of the job are desirable.
Knowledge and Skills:	Knowledge of Health & Safety procedures and their application. Knowledge of solutions, samples and specimens used within Biology; how to prepare, store and dispose of these. Computer literate, with knowledge of software packages: Word, Excel etc and internet use. To be flexible, adaptable and have good organisational skills and the ability to use initiative to plan own workload and work to deadlines. Ability to work effectively to a high standard, under pressure on occasions. Ability to maintain and repair equipment. Good communication skills, with adults and students. Basic knowledge of First Aid.
Aptitudes:	To have a flexible approach to work, willing to help out in all areas. To have a patient and tolerant, customer focused attitude. To be willing to attend training and development activities. To be flexible, adaptable and have the ability to use initiative as well as work as part of a team. Ability to develop effective working relationships. Ability to prioritise and time-manage effectively. Reliable and self-motivated.