

SCIENCE TECHNICIAN – JOB DESCRIPTION

Role: Science Technician

Hours: The Technician will be required to work Monday to Friday, term time only. Some additional days will be required to cover events such as Open Morning.

Location: St Teresa's School, Effingham

JOB SUMMARY

The school is seeking to appoint a resourceful, reliable person for this key position within the School. No experience necessary. Duties will include the co-ordination of the use of practical resources and facilities, providing assistance and advice in meeting the practical needs of the science curriculum and liaising with teaching staff and support staff both inside and outside the department. You will be part of the school team and must be able to communicate well with pupils, staff and parents.

MAIN PURPOSE

Co-ordination of the use of resources and facilities:

The Technician will be responsible for the co-operation of the use of practical resources and facilities. This will involve preparing resources and assembling apparatus; giving technical advice to teachers and pupils; carrying out risk assessments and assisting in practical classes and carrying out demonstrations.

Health & Safety:

The Technician will:

- Help ensure a healthy and safe working environment by contributing to the assessment, monitoring and review of both health and safety procedures and information resources
- Be expected to keep up to date with current procedures and practices through continuing professional developments.
- Check fume cupboard, pressure vessels and first-aid kits; carry out electrical and other safety checks;
- Be aware of, and implement, safe treatment and disposal of used materials including hazardous substances.
- Be responsible for the safe storage and accessibility of equipment and materials.

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Other responsibilities:

The Technician will:

- Contribute to the design, development and maintenance of specialist resources including constructing and modifying apparatus, preparing standard solutions, purifying chemicals and treatment waste;
- Help to compile orders, liaising with suppliers and the Accounts team;
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out and to the required standard;

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Person Specification for Technician

	Essential	Desirable
Qualifications	GCSE English and Maths at Grade C or above, or equivalent.	
Experience	Previous experience working in a science environment preferred, although full training will be given.	Experience of working collaboratively within a small team in a similar role A good working knowledge of health & safety regulations
Knowledge and Understanding		COSHH Regulations regarding use and storage of chemicals in educational establishments.
Skills and Abilities	Excellent verbal and written communication and ability to communicate professionally with parents, students and staff	
	A high level of professionalism at all times	
	Ability to work on own initiative	
	Ability to work collaboratively as part of a small team, and support colleagues as required	
Personal Attributes	A confident, positive and "can do" attitude and able to show initiative and work proactively to ensure the smooth running of the Science department	
	Willingness to undertake any training as appropriate to enhance and develop the role as the need arises.	
	Ability to remain calm under pressure.	