



Crispin School

Aspiration - Compassion - Excellence

Science Technician – Job Description

Post Title:	Science Technician
Purpose:	To maintain and make available the appropriate equipment and resources. To support student learning in a safe working environment.
Reporting to:	Head of Science
Liaising with:	Head of Science, Second in Science, other members of the Faculty, Teaching Assistants, relevant non-teaching support staff, parents and carers
Working Time:	Part time, term time plus 2 days prorata
Salary/Grade:	Grade 13, Point 6-11
Disclosure level:	Enhanced

Main (Core) Duties:

Managing Equipment & Resources:

- Prepare and supply equipment and chemicals for science lessons, allowing for adequate notice, from teaching staff to meet curriculum requirements.
- Assembling apparatus as requested for required demonstrations in a safe and efficient manner which are designed to achieve the appropriate results.
- Delivering and removal of equipment from lessons. Checking and returning of equipment to stores.
- The preparation of chemicals with the correct labelling, identifying names and hazard signs. Following COSHH Requirements, as appropriate.
- Ensure the safe disposal of broken equipment or used chemicals.
- Supporting the member of staff who is responsible for the radioactive sources in the managing these, e.g. monthly checks, leak test, admin.
- Organising, maintaining and storing resources, equipment (inc electrical) and chemicals correctly to provide a safe laboratory/prep room and working environment in accordance with school operating procedures, Health and Safety guidelines and COSHH regulations.
- Investigate faults with resources, take corrective action and conduct repairs as necessary. Ensure calibration tests and similar tests are conducted.
- Carrying out and/or arranging for maintenance and repair of resources.

Supporting Learning and Safety:

- Supply the appropriate information (health and safety guidance, data logging or IT equipment) to compliment demonstrations.
- Provide general advice, guidance and technical assistance to the teacher as required e.g. offers advice to teachers on a method which provides best results.
- Advise teachers on Health and Safety regulations and maintains the appropriate safety equipment in labs and prep rooms.
- Conducts risk assessments on experiments undertaken in the prep room, prior to completion by staff in the classroom. Modification of practical methods as appropriate based on health and safety and sharing this with the department.



- Keeping up to date with health and safety requirements and sharing this with the department.

Other responsibilities:

- To ensure appropriate stock and requisition procedures are followed including the completion and maintenance of stock/equipment inventories (value of equipment in excess of £10, 000).
- Placing orders e.g. replacement stock (consumables and apparatus/equipment); checking deliveries and invoices and purchasing consumables.
- As appropriate, keeping financial and order records.
- Keeping up to date with developments in practical science e.g. with changes to the new science GCSEs which may require the trialling of practical activities. Alternatively, to explore other ways of providing the same practical demonstration.
- Supervision and training of science technician(s) as appropriate.
- Supporting trainee science teachers in practising experiments during their training year/placement as appropriate.

Other specific duties:

- To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise.
- To promote and engage with STEM within the school.
- To carry out other responsibilities as determined by the Headteacher, following consultation.
- The ability to train and work in other areas of the school as a technician, including Design and Technology and Food Technology.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post-holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Science Technician – Job Description Declaration

Colleague's Name:		Date:	
Signature:			
Headteacher's Name:		Date:	
Signature:			

Science Technician – Person Specification

Experience

Desirable

- Experience of working in a high risk area, with knowledge of COSHH and Health and Safety practices
- Experience preparing and maintaining scientific equipment and materials
- Experience following health and safety procedures
- Experience of working in a school
- First Aid experience/current or previous training and a willingness to re-train

Knowledge and Skills

Essential

- Basic ICT skills, including email, spreadsheets and stock control systems
- Ability to prepare equipment and materials accurately and efficiently for practical lessons
- Ability to support teaching staff and students during practical activities
- Good organisational and time-management skills
- Ability to prioritise workload and work under pressure
- Good communication and interpersonal skills
- Ability to work effectively as part of a team
- Ability to maintain accurate records and inventories
- Ability to use initiative and solve practical problems
- High level of attention to detail
- Ability to work within other departments where technical preparations are required, such as Food and Design Technologies

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Committed to safeguarding and promoting the welfare of children and young people
- Promote STEM and be passionate about Science and Technology

Personal Qualities

Essential

- Reliable, flexible and approachable.
- Calm and professional manner.

- Commitment to safeguarding and promoting the welfare of children.
- Enthusiastic and willing to support the wider life of the school.

Desirable

- Possess an excellent sense of humour