

**JOB DESCRIPTION: Science Technician
(In charge of subject area either Chemistry or Biology)**

PURPOSE:	To organise, deliver and develop technical services to the Science Faculty to support the teaching of a range of science subjects from KS3 to 'A' level.
RESPONSIBLE TO:	Senior Science Technician
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC new scale point 6-8, pro rata (previously called NJC scale point 16-19)
WORKING TIME:	34 hours per week; term time only

MAIN DUTIES

Delivery of technical services to the science faculty including:

- To take overall responsibility for the delivery of technical services in one subject area, according to specialism
- Ensuring the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, co-ordinating requirements at all school sites/areas
- The preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Overseeing and/or carrying out demonstrations when required
- Ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate
- Providing technical advice and assistance to teachers, technicians and pupils including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills
- Ensuring the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Maintaining accurate records of all maintenance, repair and testing carried out
- Contributing to the monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with the Premises Officer as appropriate. Locking up of laboratories and stores and securing equipment when not in use
- Contributing to the systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the Faculties' needs
- Maintenance of the Department's specialist resources, including animal and plant collections, and observing Home Office regulations governing the same.
- Liaising with the Senior Science technician on the provision of apparatus and materials for microbiological, radioactive and chemical work, and compliance with COSHH regulations governing the same.

- Arranging the collection of specimens for curriculum purposes
- Ensuring correct use and simple maintenance of audio visual aids specific to the Science Department in consultation with the AVA Technician.

Assisting teaching staff in identifying needs generated by the curriculum, including:

- Participating in the development of the Science Faculty's practical and technical facilities to meet teaching/learning needs
- Identifying equipment needs in consultation with teaching staff and participating in the selection of new items. Advising on best-value suppliers
- Maintaining awareness of recent scientific and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development.
- Providing administrative support for the head of faculty to administer science specialist status as directed by the Senior Science technician

Ensuring compliance with health and safety regulations, including COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with regulations and Departmental Policies, including:

- Contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
 - Arranging for the disposal of waste laboratory materials, including chemical and biological waste
 - Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
 - Ensuring that apparatus, equipment and tools are appropriately maintained and issued
 - Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
 - Ensuring that standardised risk assessments are available and that all staff are aware of their location.
- Maintaining a resource bank of safety information
- When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.
 - The ability to prepare all practical's in line with COSHH regulations.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

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.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Science Technician

Experience:

- *Previous technical science/laboratory experience preferred.
- *Managing stock control and keeping records.

Qualifications or Training:

- *GCSE English, Maths and Science.
- *A recognised qualification in Science at 'A' Level or above.
- *Sound working knowledge of Health and Safety Regulations including COSHH (desirable).

Practical Skills:

- *Good practical skills including manual dexterity.
- *Awareness of standard procedures e.g. titrations and making up standard solutions.
- *Confident basic user of ICT. Must be numerate, literate and well organised.
- *Good planning and organisational skills and a flexible approach to the management of work.
- *Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.

Personal Qualities & Attributes:

- *Motivated and dynamic with a real interest in science who is able to work well with limited supervision, and with proven practical skills. Can prioritise own workload and able to multi-task.
- *Ability to work as part of a team and on own initiative and with resilience
- *Good interpersonal skills and the ability to enthuse and motivate others.
- *Willingness to undertake first aid training (desirable).

Leadership/Personal Qualities:

- *a team player respected by others
- *effective, flexible and enthusiastic, always prepared to put students' needs first
- *interest in children as individuals and in how they learn
- *a vision for continuous school improvement and development
- *commitment to the School's unique Jewish ethos and to inclusive, all-ability schooling
- *ability to listen and effectively communicate with a variety of audiences
- *ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- *diplomacy, openness and positivity, accepting of feedback and always willing to learn
- *excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- *commitment to development of own professional skills
- *commitment to the principles and practice of equal opportunities