



Job Description: Senior Science Technician

Noadswood School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Grade D £25,628 to £28,326 FTE

Hours: 37 hours per week, 52 weeks per year

Contract type: Full Time – Permanent (subject to probation)

Reporting to: Head of Science Department

Main Purpose

To provide equipment and resources for demonstration, class practical work, assessments and examinations whilst also supporting the wider function of the department. To work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality teaching and learning in Science.

Duties will include setting up equipment in a laboratory environment for practical lessons, the safe disposal of chemicals, stock taking, retrieving and putting away equipment along with any other duties deemed necessary by the Department. Ideally, candidates should possess a good working knowledge of COSHH & CLEAPSS in order to maintain compliance with Health and Safety Regulations.

Duties and responsibilities

Preparation of science materials and equipment, including:

- Carry out risk assessments for technical activities
- Comply with Health and Safety regulations and COSHH regulations
- Dispose of waste materials in accordance with CLEAPSS
- Prepare equipment, chemicals, specimens etc and set out apparatus, and relevant paperwork for all lessons
- Checking Individual components in and out for class use
- Preparation of Chemicals and solutions
- Liaising with staff over use of equipment and stock
- Advise staff of any problems, including safety aspects
- Maintaining equipment, repairing damages, where possible, or arranging for this to be done
- Constructing apparatus and equipment
- To prepare materials for Open Evenings, Science club and other special events

Routine Maintenance of Science laboratories and preparation rooms, their equipment and services:

- › Storing materials tidily and safely
- › Keeping all equipment clean including goggles, aprons, safety screens and fume cupboards
- › Carrying out safety checks on equipment, e.g. Bunsen tubing etc
- › Maintaining labs in good order and carrying out half termly checks
- › Keeping up to date records of COSHH and SDS
- › Maintenance of equipment e.g. microscopes etc
- › Implementing current CLEAPSS advice e.g. Hazcards

Maintaining the stocks of science chemicals and equipment, for example:

- › Stock taking of chemicals, consumables, stationary, books and equipment
- › Timely ordering of necessary stock items with the approval of the Head of Department
- › Checking deliveries on arrival and querying any missing/damaged items with the supplier
- › Keeping appropriate online resources up to date

Training and development

- › Undertake training as appropriate for the role
- › Assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies
- › Contribute to the development of effective links with external agencies

The Senior Science Technician will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the senior science technician will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager.

Person specification

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none">› Prior experience of work as a School Science Technician would be desirable, although other relevant experience in a scientific setting will be considered.
Skills and knowledge	<ul style="list-style-type: none">› Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues› High standard of communication (verbal and written)› Polite and effective interpersonal skills› Competent with common IT systems, e.g. Microsoft Office, MIS› Time management and planning› Ability to work flexibly and quickly under pressure› Ability to work across multiple projects and deadlines› Ability to follow policies and procedures set by the school and external agencies

Personal qualities	<ul style="list-style-type: none">➤ Organised➤ Ability to keep calm under pressure➤ Ability to work well in a team, and independently
Qualifications and Training	<ul style="list-style-type: none">➤ No specific qualifications are needed for this role, though it is desirable for computer literacy and GCSE passes in both English and Mathematics.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2024