



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



Job Title	Science Technician
Grade/Salary	Point 3-6 £9,008.77 - £9,542.12
Hours	3 days per week (exact days to be discussed at interview) 08.00 am – 3.30 pm
Date Required	November 2020
Closing Date	This vacancy may be closed upon receipt of a suitable application.
Interview Date	To be confirmed
Reporting To	Head of Science

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Details

We require a science technician to assist our friendly and busy Science department. We are looking for someone who is efficient, organised, willing to learn and able to use initiative. Chemistry, Physics and/or Biology experience preferred but not essential, as training will be given.

Purpose of the role

To provide a specialist technical support service to the Science Department, ensuring that practical lessons are properly resourced.

Specific Responsibilities

- The preparation and clearance of practical lessons and demonstrations at all levels, up to and including A level
- The checking, preparation, maintenance and storage of apparatus



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION



- The safe and secure storage and use of chemicals in accordance with health and safety regulations
- Collaboration with staff and students concerning development and project work
- To monitor stock levels and the general condition of laboratory resources
- To liaise with teachers and technicians to ensure that all science laboratories/rooms and preparation areas are maintained in a safe, clean and tidy state
- Safe handling and storage of chemicals and equipment in accordance with health and safety regulations
- To ensure that relevant consumable publications for use in Science lessons are reordered and stored appropriately
- To monitor stock levels of apparatus and stationery and to help prepare the annual orders
- Ordering of supplies as required
- Ensuring laboratories, prep rooms and other accommodation areas are in a safe, clean and tidy condition
- To attend a weekly meeting of all the science technicians which aims to coordinate the preparation of lessons and arrange appropriate room changes, etc. for the following week
- To carry out additional tasks relevant to the role, as directed by the Senior Science Technician

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION



Category	Essential	Desirable
Application	<ul style="list-style-type: none">• Supportive reference/s• Well written supporting statement	
Qualifications		<ul style="list-style-type: none">• Degree or HND level qualification in science or engineering• RPS (Radiation protection supervisor) certificate
Experience		<ul style="list-style-type: none">• Science technician in a school• Laboratory technician• Science teaching• Work in schools
Skills	<ul style="list-style-type: none">• Teamwork• Communication• Attention to detail• Confidence with complicated practical equipment• Confident with animal products e.g. heart & lungs	<ul style="list-style-type: none">• Making up molar chemical solutions• Making gases like oxygen and chlorine
Special Knowledge		<ul style="list-style-type: none">• Biology, Chemistry and Physics• Knowledge of H&S in the laboratory
Personal Attributes	<ul style="list-style-type: none">• Ability to demonstrate enthusiasm and sensitivity whilst working with others• Caring attitude towards students and parents• A good health and attendance record• Emotional stability, can cope with pressure and use humour to good effect	<ul style="list-style-type: none">• Flexibility and adaptability in order to be able to mix and work with a wide range of people• Evidence of being able to build and sustain effective working relationships with staff• Ability to adapt to change successfully