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**JOB DESCRIPTION**

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| **Title of Post:** | **Science Technician** |
| **Grade****Hours** | **BN2W – Scale Point 3-6****37 hrs Per Week** |
| **Responsible to:** | **Head of Science** |
| **Responsible for:** |  |
| **Liaison with:** | **Staff & Students** |
| **Job Purpose:** | To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials. |

**DUTIES**

* To ensure the efficient preparation and organisation of equipment for lessons as required.
* To clean equipment and laboratories after each lesson and any chemical spillage when they occur.
* To ensure safe storage and use of laboratory equipment.
* To support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment.
* To assist in preparing lesson materials in other departments from time to time.
* To liaise with other departments/schools re use of additional/specialist equipment.
* To refer stock requirements to the Senior Science Technician.
* To undertake routine photocopying as required.
* To liaise with caretaking staff regarding any gas/fume problems that may occur.
* To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
* To assist in ensuring the safe conduct of students in the department.

**GENERAL**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

* Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

**SCIENCE TECHNICIAN PERSON SPECIFICATION**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working in specialist area in learning environmentNVQ Level 2 or equivalent in specialist areaCompletion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and general outstanding of the school |
| Literacy | Ability to read and write technical reports  |
| Numeracy | Good numeracy skills |
| Technology | Excellent working knowledge of equipment and ICT packages relevant to specialist area  |
| **Communication** | Written | Ability to write reports, letters etc |
| Verbal | Ability to use clear language to communicate complex information unambiguouslyAbility to listen effectively |
| Languages | Seek support to overcome communication barriers with children and adultsKnowledge of specialist terminology etc. |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy |
| SEN | Good understanding and support the differences in children and adults in relation to the role |
| Curriculum | Good understanding of the school curriculum in support of the role relevant to specific area |
| Child Development | Good understanding of how the role contributes to child development |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Ability to make a proactive contribution to the work of the team supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children and other adults |
| Team work | Ability to work effectively with a range of adultsAbility to motivate and inspire |
| Information | Ability to provide timely and accurate information |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressure |
| Line Management | N/A |
| Time Management | Ability to plan and manage own time effectively |
| Creativity | Demonstrate a highly creative approach to supporting learning |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and support child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role |