

Science Technician (Supply)

Department:	Sciences
Hours:	Adhoc
Working Pattern:	Monday – Friday (08:30 – 16:30)
Salary:	£14.94 per hour
Contract Type:	Supply / adhoc
Reporting to:	Head of Chemistry
Location:	Euclid Campus

The Role

Job Purpose:

To provide equipment and resources for demonstration and class practical work (predominantly within the Chemistry department), whilst also supporting the wider functioning of the Science department. To work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality learning and teaching experiences across the Sciences and Innovation.

Main duties will include setting up equipment for practical laboratory lessons, retrieving and putting away equipment, the safe disposal of chemicals, and stock taking/procurement.

Ideally, candidates should possess a good working knowledge of COSHH (or CLEAPSS) in order to maintain compliance with Health and Safety Regulations.

Responsibilities and Duties

Preparation of science materials and equipment:

- Trial new practical procedures, prepare and write up risk assessments
- Proper disposal of waste materials in accordance with COSHH
- Set up equipment, prepare chemicals/specimens
- Checking equipment in and out for class use
- Preparation of chemistry lab stock chemicals and solutions
- Advise staff of any problems arising, including safety aspects
- Repairing damages to equipment, where possible, or arranging for this to be done.

Routine maintenance of science laboratories and preparation rooms:

- Maintaining clean and tidy laboratories in conjunction with teachers.
- Ensuring that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others.
- To store materials tidily and safely.
- Keeping all equipment clean including goggles, safety screens and fume cupboards.
- Ensure any living materials/organisms are properly procured, stored, labelled, and disposed of.
- Carrying out routine safety checks on equipment, e.g. gas taps, bunsen tubing etc.

Maintaining the stocks of science chemicals and equipment:

- Stock taking of all chemicals, consumables, stationery etc.
- Timely re-stocking of items.
- Ensure that first aid kits and other safety items are restocked and replaced as required (in accordance with departmental safety documents).
- Checking deliveries on arrival and querying any missing/damaged items with the supplier.
- Maintain accounts of departmental expenditure for equipment and supplies to ensure this remains within budget.
- Collect and return resources from and to school stores as required.

Classroom Support:

- Routinely maintain and re-stock pupil kits and PPE consumables in chemistry labs.
- Assist in setting up of routine experiments and practical project working.
- As required, assist in demonstrating the proper use of equipment to pupils, particularly with respect to Advanced Higher project working and experiments.
- As required, prepare ad hoc equipment, chemicals and consumables on request from teaching staff.

Training and Professional Development:

- Pursue further training in areas relevant and appropriate to the requirements of the job, e.g., COSHH training, PAT test training, handling of radioactive materials, glass working, soldering, aseptic technique.
- Keep apprised of courses and resources provided by ASE, SSERC and other relevant bodies. Use these resources as appropriate and share relevant information with the Heads of Department and the other Science Technician.

Other:

- Carry out other reasonable duties as directed by the Heads of Science, Deputy Head (Academic) or Deputy Rector (Head of Senior Years) and commensurate with the general level of responsibility of the post.

Person Specification:**Qualifications**

- The ideal candidate should hold science related qualifications and be educated to HNC/SVQ level 7 standard minimum.

Essential Skills

- Excellent verbal/written communication and interpersonal skills are essential.
- Ability to use initiative, and to work unsupervised with excellent organisational skills.
- Excellent ICT skills.

Desirable Skills

- Experience and training in Chemistry/Biochemistry is particularly desirable.
- Experience of Microsoft Office (particularly Excel) and Adobe Acrobat.
- Prior experience of working in a school environment.
- Experience of safe manual handling.
- Experience of maintaining science store and equipment.
- Experience of handling and safe disposal of chemical reagents in a school.
- A sound background in Health and Safety and COSHH regulations. Including compliance with legislation as well as experience writing and managing Health and Safety policies and Risk Assessments.

Personal

- An approachable personality with an ability to liaise with a wide range of people.
- Ability to keep calm under pressure.
- The ideal candidate must be reliable and flexible.
- A passion and enthusiasm for science and a commitment to learning.

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.