

### Ref No.\_\_\_\_\_\_\_\_\_\_

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| Job Title | Science Technician (term time) |
| **Reporting to** | Head Teacher |

Line Manager – Head of Chemistry

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| **Job Purpose** |
| To support for the safe and effective operation of Science Laboratories, including the maintenance, storage and availability of all items of equipment. Responsible for providing an effective support service for Biology, Chemistry and Physics. |

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| **Main Duties and Responsibilities** |
| **Organisation of Apparatus and Equipment**  To organise the orderly and efficient storage of apparatus and equipment required for practical work in classes from S1 to Advanced Higher level, and offer support to Junior School science.  To ensure all existing apparatus and equipment is maintained in good working order and stored appropriately, in good condition.  To conduct regular stock taking to ensure apparatus, consumables and spare parts are ordered in good time, in consultation with the relevant Head of Department.  To prepare materials, equipment and teaching areas for use by teachers and pupils.  To ensure compliance of staff with Health and Safety at Work legislation and safe systems of work.  To keep up to date with new technological developments.  To monitor, respond to and actively manage apparatus requests.  Construction and adaptation of simple apparatus including the provision of teaching aids.  To ensure that living materials are kept in good health. |
| **Managing apparatus and equipment**  To liaise with teachers in the science departments regarding timely orders for equipment and apparatus for lessons.  From time to time to assist as a demonstrator.  To assist pupils in carrying out experimental work in the lab during lessons when requested by the class teacher.  To undertake an ongoing review of the school’s science laboratories, with a view to improving their working practices and storage facilities, in consultation with the relevant Head of Department.  Undertaking relevant administrative duties e.g. equipment lists, inventories.  Prepare laboratory standard solutions.  Using new technology equipment and techniques where appropriate. |
| **Advanced Higher Investigations**  Supporting senior pupils with advanced higher projects.  The preparation and maintenance of apparatus for Advanced Higher pupils in support of their carrying out AH practical investigations (projects).  Offering technical support to AH pupils in the carrying out of their investigations. |
| **Keeping Laboratories and prep rooms tidy**  To ensure that the prep rooms are well maintained and kept clean and tidy.  To ensure that all glassware is clean and ready for use as required and to dispose of breakages in a prompt and safe manner.  Hazardous materials safely stored, maintained and disposed of.  To ensure that fume cupboards and laboratories are kept in a safe and tidy condition.  To ensure that all materials are clean and ready for use as required and to dispose of breakages/ hazardous materials in a prompt and safe manner. |
| **Health and Safety**  To be aware of the health and safety requirements of working in a school science department, ensuring that the necessary regular safety checks are carried out.  To be familiar with and comply with SSERC guidance with regard to the storage, location, monitoring, leak tests and use of the low-level radioactive sources safely stored in the prep room.  To adhere to the college’s commitment to health and safety, equal opportunities and compliance with all relevant policies.  Responsible for the provision of support in accordance with Level 3 COSHH regulations in dealing with micro-organisms in Microbiology.  To carry out regular inspections of chemicals in the stores, ensure their safekeeping and disposal and notify the relevant Head of Department if there is a problem in adherence with COSHH regulations.  To provide regular notification to the School Bursar/Fire Service of reagents, irritants and any other notifiable substances. |
| **Repairs and maintenance**  To maintain and carry out routine repairs of equipment and to coordinate with outside agencies for larger repairs or servicing as required. |
| **Collaboration**  To liaise with and support teaching staff in the department.  To support the other Science Technicians during busy periods and provide cover during absence, if required. |
| **Professional Learning**  To engage in and be committed to career-long professional learning (CLPL) including attendance at suitable training courses e.g. those offered by SSERC. |
| **Other support tasks**  To carry out any other relevant tasks which support the education of pupils in the department, e.g. assisting teaching staff with web research.  To carry out any other reasonable duties as requested by the relevant Head of Department or technician’s Line Manager.  To support teaching staff on school trips/competitions |

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| **Candidate Profile** |

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| **Qualifications** |
| **ESSENTIAL**   * Minimum of HNC or equivalent in a relevant science OR * Registered Science Technician Qualification OR * Relevant experience as a secondary school Science Technician   **DESIRABLE**   * HND or equivalent in a science subject. * Experience of working in a secondary school with pupils up to Advanced Higher level. |

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| **Experience, Knowledge & Technical Competencies** |
| **ESSENTIAL**   * The knowledge and skills required to act as a science technician in at least one of Biology, Chemistry or Physics. * The motivation and ability to study and become skilled as a technician in Biology, Chemistry and Physics as required. * Keen interest and proven track record of keeping up to date with current legislation and modern scientific laboratory techniques * Demonstrable familiarity with standard apparatus normally found in a secondary school Science laboratory * Able to react knowledgeably in potentially hazardous situations   **DESIRABLE**   * The knowledge and skills required to act as a science technician from S1 to Advanced Higher level in at least two of Biology, Chemistry or Physics. * Previous working experience in all three Sciences within a School Laboratory * Some experience of supervising small scientific and/or project teams * Experienced IT user, especially with Microsoft products, and capable of the preparation and management of basic spreadsheets and databases * Level 3 Microbiological Certificate * Demonstrable familiarity with standard inorganic and organic chemical nomenclature * Demonstrable familiarity with standard glassware and apparatus normally found in a laboratory * Able to prepare a wide range of chemical solutions * Experience of working with laboratory apparatus in all 3 sciences |

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| **Personal Competencies/Skills** |
| **ESSENTIAL**   * Form a good working relationship with the Heads of Biology, Chemistry and Physics * Be punctual * Be good at organising and planning ahead * Be able to follow instructions and work on own initiative * Be a self-starter * Demonstrate ability to think independently * Have a polite and courteous manner with teachers, pupils and other members of staff * Be a team player * Be practical and keep a cool head in emergencies * Be able to work methodically and pay attention to detail * Be observant * Be flexible and adaptable, as there will be a requirement to work for a number of people on different projects * Have good communication and listening skills to understand the requirements of students and colleagues * Interest in new educational technological developments |
| **DESIRABLE**   * Resourceful * Ability to work unsupervised |
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| **OTHER** |
| * **The post holder must be eligible to become a member of the PVG scheme.** * **The post holder must be willing to support and uphold the values of St Aloysius’ College** |
| **Approved by Job Holder** |
| **Name** |
| **Signature Date** |
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| **Approved by Head TeachereqadHead** | | | |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** |  |