

THE HEATHLAND SCHOOL

SCIENCE TECHNICIAN

Scale 5 point 11-15

Actual Salary £26,964 to £28,575

39 weeks (Term Time Only + 5 Inset Days); 36 hours per week

8am – 4pm

JOB PURPOSE

To ensure the preparation and delivery of resources for science lessons and the responsibility for individual preparation rooms

KEY ACCOUNTABILITIES

Responsible to the Chief Science Technician

1. Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff for Years 7 to Sixth form.
2. Maintaining science laboratories, preparation rooms and their equipment in good order.
3. Liaising with staff over use of equipment and advice staff of any problems, including safety aspects.
4. Assist with photocopying and filing of worksheets, tests and books.
5. Repairing damages or arranging for this to be done
6. Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room
7. Looking after animals, insects and plants kept by the department
8. Carrying out safety checks on equipment, e.g. Bunsen tubing, goggles, glassware etc.
9. Maintaining the stocks of science chemicals and equipment in your prep room
10. Setting up assessed practicals and providing assistance when needed.
11. The provision of risk assessment sheets for practical work.
12. The support of writing technician notes for Science Schemes of Work.
13. Comply with H&S policies and procedures, reporting all concerns to the Chief Science Technician.
14. To attend regular meetings and participate in training as required.
15. To undertake any other broadly analogous duties.
16. To follow all safeguarding and data protection procedures and complete training as required

This job specification may be re-negotiated if the needs of the school change in the future.

Science Technician

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Willingness to undertake training• Experience in relevant discipline or related qualification• GCSE C grade or equivalent for English and Maths• A Level Science or equivalent• Willingness to work flexibly when required	<ul style="list-style-type: none">• Technician experience from within a school environment• A degree in a scientific field
Experience	<ul style="list-style-type: none">• Experience of working in a Science laboratory• General administrative work• Previous experience in a school environment• H&S awareness	<ul style="list-style-type: none">• Excellent IT skills
Practical Skills	<ul style="list-style-type: none">• Excellent communication skills• Highly developed organisational skills• Ability to prioritise effectively• Ability to relate to people on all levels• Work constructively as part of a team	
Personal Attributes	<ul style="list-style-type: none">• To be organised and efficient• To be reliable and punctual• To have a polite, friendly and flexible approach to work• To keep calm and professional at all times.• Good work ethic• The ability to relate well with children and young people.	

