

# The Ecclesbourne School

## Job Description



**Post Title:** Science Technician  
**Responsible to:** Senior Science Technician and Head of the Science Faculty  
**Responsible for:** Any staff who may be assigned to the post.

**You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.**

**Apart from the duties summarized in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work.**

### CORE RESPONSIBILITIES

1. To support the smooth running of the School by delivering an effective service to students, staff, parents and all associated with the School.
2. To support the work of the Science Faculty as directed by the Senior Science Technician and Head of the Science Faculty.
3. To support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

### Specific Duties to include:

Key Responsibilities	Activities that are likely to be carried out
Under the overall guidance of the Senior Science Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department	Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities. Assisting in practical classes and carrying out demonstrations.
To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> <li>• Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources</li> <li>• Keeping up to date with current procedures and practices through continuing professional development</li> <li>• The provision of technical advice and support on health and safety issues to teaching and trainee technical staff</li> <li>• The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards</li> <li>• The healthy and safe storage and accessibility of equipment and materials</li> </ul>	Keeping up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications) Giving health and safety advice to technical staff, teachers and students. Disposal of waste materials. Visual checking of the fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks etc. Organising, storing and checking the condition of chemicals and equipment. Attending technician meetings.
To assist the Senior Science Technician with day to day organization and development of trainee staff to ensure that essential performance standards are achieved.	Organising and supervising trainee technicians as required.
To contribute to the design, development and maintenance of specialist resources and/or long term projects.	Constructing and modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste.
To support the Senior Science Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with local suppliers. This may include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date records of stock.	Checking stock, local ordering. Keeping stock records. Maintaining resources.
Under the overall guidance of the Senior Science Technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	Collecting, checking and returning equipment to stores. General cleaning and repair of equipment.

Sign.....

Print Name.....

Date.....

**Other Duties:**

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.
- 7 To support the lunchtime supervision of students when required (in emergencies only).
- 8 Drive student(s) (using the school mini-bus) to out of school activities during the normal school day, accompany/supervise them whilst at these activities then drive them back to school.

Apart from the duties summarized in your job description, we retain the right to include other reasonable duties which are part of, and incidental, to this type of work. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

Sign.....

Print Name.....

Date.....



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## *Person Specification*

### *Science Technician*

<u><i>Essential</i></u>	<u><i>Desirable</i></u>	<u><i>Disqualifier</i></u>
Ability to communicate verbally and in writing with students, staff, parents and others.		An inability to communicate verbally and in writing.
At least 5 GCSE passes at Grade C or above (or their equivalent, eg relevant experience) including English, Mathematics & Science.	CLAIT, IBT, IBT 2 First Aid Certificate	No academic and/or vocational qualifications.
Previous experience of working in a Science Laboratory.		
An ability to work on own initiative.		
Willingness to carry out Portable Appliance Testing (PAT) – full training will be given if needed.	Portable Appliance Testing Certificate	
A good attendance record.		
A sense of humour.		
A willingness to participate in professional development, as necessary.		
Full Driving Licence and a willingness to drive the School Minibus (training will be provided).	Mini Bus Driving Licence	
An awareness of the importance of Health and Safety within a School Science Department.	Previous experience of working with young people.	