

## JOB DESCRIPTION

<b>Post:</b>	Science Technician
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£22,000- £26,000 FTE Pro-rata (dependent on experience)
<b>Hours:</b>	37.5 Hours per week
<b>Working Weeks:</b>	Term Time, plus 2 weeks
<b>Reporting to:</b>	Head of Faculty

### Purpose of the Job

To provide high quality technical support to meet the needs of the Science Department. Under the overall direction of the Heads of Department and Head of Faculty, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff. The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### Responsibilities:

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- To ensure equipment, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.
- To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of any Health and Safety concerns
- To maintain stock levels and take responsibility for ordering stock and liaising with the Head of Faculty and finance department regarding requisitions.
- Monitor and manage stock cataloguing resources and undertaking audits as required.
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- To undertake general tasks within the Science Department and wider School including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms
- To undertake any additional role relevant duties as directed by Head of Faculty or Head of Department

## **Health and Safety and Compliance**

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas.
- Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel.
- Ensuring the safe storage of radioactive materials (under the direction of the Radiation Protection Supervisor) and chemicals.
- Organising and ensuring the disposal of chemical and microbiological waste.
- To ensure 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 deal appropriately with spillages during practical activities.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including referring jobs to the maintenance department and following up on requests as required.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
  - Equal Opportunities
  - Health, Safety & Welfare
  - Child Protection
  - Data Protection
  - Risk Management

## **Support for the School**

- To assist with practical examinations as may be required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School

## **Auditing**

- Ensure an up to date inventory is maintained
- To assist with the production of an annual audit of the Science equipment
- Contribute as required to the production and management of the department requisition, detailing chemical/equipment/consumable item requirements across the department
- Liaising with appropriate colleagues to ensure that testing regimes are maintained for all Science equipment and resources

## **General**

- Take responsibility for own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.
- To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations
- Manage the effective implementation of projects and Science initiatives.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of School.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies and professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This list is not exhaustive but rather an indication of the main requirements of the role.

## Person Specification

Science Technician		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I)
<b>Qualifications</b>		
Hold a recognised qualification at NVQ level 3 or equivalent experience	E	A
GCSE 5 A* - C or equivalent, including science	E	A
<b>Experience/Knowledge/skills/abilities</b>		
Experience of working in a laboratory environment	E	A/I
Experience of working with young people	D	A/I
Knowledge of COSHH and CLEAPS guidelines	E	A/I
Knowledge of volumetric and quantitative technique	E	A/I
Understanding health, safety and welfare regulations and best practice	E	A/I
Knowledge of particular subject/technical area	E	A/I
Ability and enthusiasm to work jointly with colleagues	E	A/I
Full working knowledge of relevant policies/codes of practice/legislation	D	A/I
Excellent numeracy/literacy skills	E	A/I
Excellent keyboard and data entry skills	D	A/I
Ability to prioritise effectively	E	A/I
Work constructively as part of a team, understanding School roles and responsibilities and your own position within these	E	A/I
Ability to identify own and others' training & development needs and co-operate with appropriate individuals to address these	E	A/I
Good organisation and personal management skills	E	A/I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Polite, friendly and flexible approach to work	E	A/I
Ability to keep calm and professional at all times.	E	A/I
Valid First Aid Qualification	D	A/I

Applicants who have any questions can email the HR Department [hr@westholmeschool.com](mailto:hr@westholmeschool.com)

*Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.*

*Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.*