



SALE HIGH SCHOOL

JOB DESCRIPTION

Job Title:	Science Technician
Hours of work:	Part-time, Term Time Only (29.6 hours/week) plus 3 days. 5 days per week, 8.30am to 2.45pm with 20 mins unpaid lunch (Some flexibility on hours will be considered)
Salary	Band 3 (Points 6-11) FTE: £21,968 - £24,054 Actual salary: £15,272 - £16,722
Responsible to:	Department MLL
Purpose:	To provide appropriate support within the Science Department, and to prepare resources appropriately for practical lessons

Principle Responsibilities

1. To perform this job description in accordance with the pay and conditions associated with school support staff
2. To provide support to the Science Department and assist in lessons as required, taking a lead role in planning, developing and organising resources for the Science Department

Specific Responsibilities

1. To prepare equipment and apparatus for science lessons and to subsequently remove, clean and store after lessons.
2. To prepare all solutions and chemicals and other items required for science lessons.
3. To ensure that all hazardous materials are either disposed of or safely stored at the end of lessons.
4. To undertake CLEAPSS risk assessments in respect of chemical use and disposal in line with COSH regulations.
5. To place orders, maintain records and monitor usage of stock, preparation of requisitions, obtaining quotations, checking deliveries.
6. Making petty cash purchases.
7. To provide technical support in the classrooms during practical lessons as required.
8. To keep up to date with practical requirements and trial practical activities
9. To be responsible for the security of audio-visual and I.T. and all other equipment.

10. Cleaning laboratory sinks, emptying / supervising the emptying of sink traps
11. First aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
12. To keep up to date with any health and safety requirements and to carry out health and safety checks on laboratories, prep rooms, stores and equipment
13. Being responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories, and advising on any improvements which can be made in this respect.
14. To undertake general clerical duties on behalf of the Science Department.
15. To be aware of any training needs and to discuss this with the CTL for Science.
16. To perform any other duties as may be reasonably required within the general scope of the post.

Health and Safety Responsibilities

All employees have the responsibility:

1. To comply with safety rules and procedures laid down in their area of activity.
2. To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
3. To use protective clothing or equipment as may be provided.
4. To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
5. To cooperate with the Head Teacher in the fulfilment of the objectives of the role and the School's Health and Safety policies.

This job description and the allocation of particular responsibilities may be amended from time to time.

Prepared by: S Hocking

Date: September 2023



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PERSON SPECIFICATION
SCIENCE TECHNICIAN

	Essential	Desirable	Evidenced by
Qualifications			
GCSEs A to C, or equivalent, in English, Maths and Science	•		Application
Relevant Science Laboratory Technician Qualification equivalent to NVQ Level 2/3		•	Application
Qualified First Aider or willingness to be trained (training provided)		•	Application
Experience			
Minimum of one years' experience in a similar role	•		Application
Experience in maintaining a tidy and hazard free environment	•		Application
Experience of preparing materials for learning environments	•		Application
Experience in a school setting	•		Application
Knowledge/Understanding/Skills/Abilities			
Knowledge/experience of COSHH, and producing/working with hazardous substances	•		Application
Ability to organise and prioritise a demanding workload across the department, using initiative and working independently	•		Interview
Able to communicate effectively with a range of people	•		Application/Interview
A commitment to high standards of service and evidence where this has been achieved	•		Application/Interview
Health & Safety knowledge/awareness	•		Application
General/Personal Qualities and Characteristics			
An effective team player but who can think and work independently without supervision	•		Interview
Able to support students in a small group in a classroom environment	•		Interview

An excellent health, attendance and punctuality record	•		Interview
Willing to be flexible and support colleagues across a range of disciplines	•		Application
Committed to training	•		Interview
Good interpersonal skills, with staff and students	•		Application/Interview
Enthusiasm for working in a school setting	•		Application/Interview