

**JOB DESCRIPTION**

**POST:** HET IT- Science Technician **DATE:** OCT 2024

**REPORTING TO:** HET HEAD OF KS3 SCIENCE AND HEAD MASTER

**LOCATION:** Altrincham Grammar School for Boys/North Cestrian School

**DISCLOSURE LEVEL:** ENHANCED DBS

The Science Department is part of a large and successful faculty. At present the Department consists of five dedicated laboratories and a central prep room facility shared by the Science staff. In Year 9 students are taught by specialists to an in-house scheme of work which aims to introduce the students to various practical skills. At GCSE there are 16 groups (8 in each of Y10 and Y11) who follow the AQA syllabus where practical work is used as a driving force for the teaching and understanding of the subject.

Lower School Science Technician. The post holder is required to provide a technical support service to the Lower School Science department and other resource areas as required by the Head of Key Stage 3 Science.

The role requires:

<b>KEY RESPONSIBILITIES</b>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Putting out and collecting in of lesson materials for Y7 and Y8 classes.</li> <li>• Preparation and assembly of apparatus, materials, solutions for practical lessons and demonstrations.</li> <li>• Preparation of stock reagents.</li> <li>• Maintenance, cleaning and where possible repair of equipment.</li> <li>• Maintenance of stocks of stationary, apparatus, consumables and safety equipment for the department.</li> <li>• Adopting safe working techniques in accordance with the school's safety policy.</li> <li>• Photocopying for the Department.</li> <li>• Preparation of wall displays for Lower School units.</li> <li>• Assistance in preparation of laboratories for open days and science club.</li> </ul>

	<ul style="list-style-type: none"> <li>• Covering for absent technicians.</li> <li>• Undertaking any duties within the science faculty as may be requested by the Heads of Departments.</li> <li>• Support teachers/pupils in practical activities if necessary.</li> </ul>
<b>Key Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Have the ability to work in a methodical and organised fashion.</li> <li>• Have good communication skills.</li> <li>• Ability to work both independently and as part of a team.</li> <li>• A positive, can-do attitude with attention to detail.</li> <li>• Good time management and organisational skills.</li> </ul>

This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

**PERSON SPECIFICATION – Science Technician**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Hold a Post-16 qualification in a Science subject is preferable, although not essential</li> <li>• At least a basic ICT knowledge is an advantage</li> </ul>
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS check required.</li> </ul>	