



Job Title: Science Technician	Grade: Grade C
Reports To: Head of Science	Leads & Manages: N/A
Role Profile: Technician	Role Profile Number: 01532
Hours: 35 hours per week 39 weeks per year	

Aim and Main Purpose of the Job:

- Preparing and setting up classroom equipment for practical lessons or teacher requirements.
- Preparing and collate teaching materials and resources for use in practical lessons, based on teacher requirements.
- During lessons, remaining on stand-by in classroom, laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed.
- Preparing appropriate resources for examinations.
- At the end of lessons, clearing away, and cleaning equipment and materials as required.

Key Tasks and Accountabilities:

- Identifying when stocks are running low and ordering new stock, based on minimum requirements set the by the Line Manager, to ensure materials and equipment are always available.
- Keeping appropriate databases up to date.
- Checking, recording and storing supplies when received at the school.
- Regularly ensuring that materials and equipment are in good and usable condition, identify problems and resolve them appropriately, carrying out minor maintenance and obtaining replacements where appropriate.
- Overseeing the safe storage of equipment and hazardous materials (e.g. labelling boxes) and maintaining appropriate records.
- Maintain the teaching rooms, ancillary rooms and storage facilities in a tidy state, according to the requirements of the relevant Line Manager.
- Conducting periodic safety checks on equipment and materials, and where appropriate, carrying out electrical testing of equipment.
- Showing other staff, or assisting teaching staff, with the training of students, in how to carry out certain experiments or operate equipment in line with health and safety regulations, where this requires application of acquired technical skills.
- A range of health and safety responsibilities, including:
 - collecting materials and equipment from students at the end of lessons;
 - ensuring students do not come into contact with materials or equipment outside of designated lesson times, keeping storage units and areas locked and secure;
 - ensuring machinery is switched off at source;
 - ensuring equipment and materials are maintained to a safe standard ensuring compliance with all health & safety regulations.

GENERAL INFORMATION	
Equality of Opportunity	• To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	• To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To Contribute as an Effective and Collaborative Member of the School Team	• Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend meetings as required and make a positive contribution during meetings.
Child Protection	• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
General Policies & Procedures	• Being aware of and complying with policies and procedures and in particular health & safety, reporting all concerns to an appropriate person. • Awareness of responsibilities of the governing bodies.

Signature _____

Date _____

Qualifications	Essential	Desirable
GCSE English & Mathematics (or equivalent qualification)	✓	

Knowledge, Skills and Abilities	Essential	Desirable
Good organisational and time management skills.	✓	
IT and administrative skills	✓	
Practical experience of working within a scientific laboratory, ideally within a school / college environment		✓
Awareness of current scientific developments in education		✓
Practical experience of working with chemicals		✓

Personal Qualities	Essential	Desirable
Planned and organised approach to workload	✓	
Work accurately and methodically with attention to detail	✓	
Ability to use initiative and prioritise work	✓	
Maintain absolute confidentiality and integrity	✓	
Positive 'can do' approach to tasks	✓	
Be self-motivated and driven	✓	
Keep calm in challenging situations	✓	
Committed to personal development	✓	
Professional in attitude and appearance	✓	
Excellent record of attendance and punctuality	✓	
Personable and approachable, with an enthusiastic and motivational nature and an overall passion for excellence	✓	
Work alone as well as part of a team.	✓	