



Science Technician – Job Description

Job Title: Science Technician
Reports to: Head of Department - Science
Salary: SCP 6-10 £20,043-£21,695 (pro rata)

Overall Job Purpose

To contribute to the aim of establishing Sir Robert Pattinson Academy as one of the best schools in the county of Lincolnshire, ensuring that all pupils achieve to their full potential, by assisting and supporting the work of the teaching staff in the science department. To contribute to the safeguarding and well-being of all pupils.

Accountabilities – Specific

- To support teaching staff in the process of their duties, as directed by the Head of Department.
- To deliver and set up equipment in laboratories and rooms, as per teachers' requirements.
- To set out chemicals, make up solutions and assemble apparatus and equipment in the laboratories for practical work by pupils and teachers, paying full regard to any relevant safety procedures as determined by Academy safety policies.
- To clear away apparatus and wash up after practical lessons and to keep laboratories and preparation rooms tidy and well organised.
- To trial practical activities and assist where required in practical classes.
- To provide technical support to teachers and pupils, including Health and Safety requirements.
- To dispose of waste materials in line with the Academy's safety policy.
- To construct and modify apparatus as required.
- To undertake, or arrange for, the maintenance and repair of equipment and apparatus.
- To carry out risk assessments for technician activities as directed by the Head of Department.
- To maintain an accurate inventory, monitor stocks of equipment / resource materials and advise the Head of Department when they need replenishing.
- To ensure that all resources are maintained in a safe condition; to conduct regular safety checks on equipment, chemicals, laboratories, preparation rooms and store rooms and to bring any irregularities to the attention of the Head of Department.

- To ensure that all accidents are reported using the Academy's accident report form.
- To inform the Academy of any concerns regarding Health and Safety and safe working practices.
- To keep up to date with developments in practical science.
- To keep up to date with relevant Health and Safety requirements, ensure the Head of Department is informed and that documentation is altered.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Head Teacher.

This job description will be reviewed and updated regularly. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Head of Department and Head Teacher.

Science Technician – Person Specification

A. Qualifications

	Essential	Desirable
GCSEs (grades A-C) in English, and Maths	X	
A level / BTec / level 3 qualification in Science	X	
Degree in Science		X
First Aid qualification		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Experience of working as a science technician	X	
Experience of working in a school		X
Ability to prepare chemicals, materials and equipment for practical lessons	X	
Ability to manage stock	X	
Ability to identify and deal with hazards and risks	X	
Able to maintain accurate and timely records	X	
Problem solving skills	X	
Good written and oral communication skills	X	
Competent in the use of Microsoft Office packages	X	
Good numeracy skills	X	
Good organisation skills, including time management	X	
Experience of working as a team member		X
Ability to work without supervision	X	
Ability to relate well to adults and children	X	

C. Knowledge and Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being	X	
Thorough knowledge of appropriate use of laboratory equipment, including handling chemicals safely	X	
Knowledge and understanding of Health and Safety procedures	X	
Knowledge of relevant Academy policies / codes of practice.		X
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	

D. Additional requirements of this post

	Essential	Desirable
Willing to wear protective clothing as required and as prescribed by the Academy	X	

E. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own Continuing Professional Development	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	