Whalley Range 11 – 18 High School

Job Description

Science Technician, Grade 4

The post holder will report to the Senior Science Technician and Head of Science. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and students.

Main Purpose of the Job:

To provide a comprehensive and responsive support service for the Science and Discovery Faculty to meet the demands of the curriculum.

To make a key contribution to the development and support of the provision of Science within the school by providing safe and effective science practicals for use within lessons, practical examinations and extracurricular activities.

Main Duties

1. To prepare and set up science experiments for use within lessons for Biology, Chemistry, Physics and Applied science subjects, ensuring that all health and safety requirements are met, and to offer practical support to teachers in lessons.

2. To provide practical support to the teachers and pupils within the Science and Discovery Faculty by responding efficiently to requests for experiments and resources, ensuring that these meet the required expectations of the teaching staff.

3. To support the Senior Science Technician in preparing for A-Level PAGs and level 3 BTEC practical coursework and exams as required, ensuring that any confidentiality requirements are upheld.

4. To assist the Senior Science Technician in maintaining clean and safe laboratories, ensuring that equipment is cleaned and maintained throughout the school term.

5. Provide an input into new ways of providing experiments as required by changes in the curriculum, and provide advice on the practical feasibility of requested experiments when appropriate.

6. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

7. To undertake personal development to improve own practice.

8. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.

9. To assist with school administration duties including exam invigilation as part of the agreed system for the school.

10. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification

Science Technician

QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCED BY
KNOWLEDGE/UNDERSTANDING			
Knowledge and understanding of one or more of the sciences, with GCSE (or equivalent) qualifications or above	✓		Application
A level or equivalent qualification in a science subject		✓	Application
A good understanding of Health and Safety requirements including knowledge of COSHH, or an ability to learn these through training in school.	✓		Application/Interview
Experience of working within a science laboratory, or within a school science department		✓	Application/Interview
The ability to safely and effectively prepare science practicals for all key stages	✓		Application/Interview
The flexibility to adapt to changing workload demands and new school challenges	✓		Application/Interview
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓		Application/Interview
GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS			
An effective team player, but can think and work independently	✓		Interview
Excellent organisational skills	✓		
Able to motivate students and staff	✓		Interview
Commitment to undertake personal and professional development	✓		Interview
Strong interpersonal skills, with good sense of humour	✓		Interview
Enthusiastic, ambitious and resilient	✓		Interview
An effective decision maker	✓		Interview
Willingness to support colleagues	✓		Interview
Able to work under pressure and meet deadlines	✓		Interview
Behave in a way which will not bring the school into disrepute	✓		Interview
Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.	✓		Interview
Commitment to the school's aims and strategies for improving standards	✓		Interview