

PENRYN COLLEGE

Job Description and Person Specification

Job title:	Science Technician
Grade:	F £18,627 - £22,390 (Actual salary £7,258 - £8,725)
Responsible to:	Senior Science Technician
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Senior Science Technician, Head of Department, Science Teachers, Technicians, Teaching Assistants, Support Staff, pupils, Headteacher, School Leadership Team, Premises Team <u>External:</u> Parents, Governors, Suppliers of goods and services, LEA Advisers

Main Purpose of Job:

To organise the provision of practical support for the science department for staff and pupils at all key stages in the school/college. To assist the Senior Science Technician in securing an environment in which pupils can safely pursue investigative practical work.

Main Duties and Responsibilities

- 1) To prepare materials, equipment and teaching aids for classroom use, at the direction of the teaching faculty and senior technician.
- 2) To assist the head of department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
- 3) To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
- 4) To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to teachers and pupils in the development of their lessons and tasks, including the safe operation and demonstration of equipment.
- 5) To deputise for the Senior Science Technician in their absence, responding to queries and problems and providing guidance and advice within the department as required.
- 6) To assess, monitor and review the health and safety procedures, including undertaking and recording risk assessments, liaising with the Local Authority Health and Safety departments and communicating health and safety procedures to all staff and students undertaking activities within the department.

- 7) To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.
- 8) To ensure the safe treatment and disposal of used materials including hazardous substances. To respond to actual or potential hazards appropriately.
- 9) To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- 10) To keep up to date with the latest developments in practical science.
- 11) To prepare standard solutions etc, purifying chemicals, treating chemical waste etc.
- 12) To assist with the organisation the storage of chemicals, including ensuring a system of quality checking chemicals and equipment.
- 13) To assist with exhibitions, demonstrations and displays as requested.
- 14) To supervise students assigned to the department as part of their work experience programme, under the direction of the head of department.
- 15) To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
- 16) To contribute to the training and development of trainee technicians working within the department.
- 17) To prepare specialised tools / equipment / materials within the department (as qualified).
- 18) To ensure the safe treatment and disposal of used materials including hazardous substances. To respond to actual or potential hazards appropriately.
- 19) To advise members of staff and pupils on particulars hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
- 20) To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
- 21) To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
- 22) To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received.

- 23) To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
- 24) To attend departmental/school meetings as required.
- 25) To assist with lunch and break time supervision of children as required.
- 26) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 27) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
- 28) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 29) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 30) To undertake other duties appropriate to the grading of the post as required.

Date Prepared:

February 2021

Job Description Prepared by:

HR Manager, Penryn College

PERSON SPECIFICATION

Job Title: Science Technician

Department: School Based

Person specification prepared by: HR Manager

Date: February 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Experience of working in a technical support or a science orientated role in a relevant area.	Relevant work experience within a school/college environment.	Application form/ interview.
<u>Education & Training</u>	Good educational attainment to at least A level or equivalent in Science. GCSE to grade C or above or equivalent in English, Maths and Science.	A degree in a relevant subject. Basic Health & Safety certificate.	Application form.
<u>Special Knowledge & Skills</u>	Experience with materials & procedures subject to COSHH Regulations. Good ICT skills. Good organisational skills.	Awareness of current scientific developments in education.	Application form/ interview.
<u>Any Additional Factors</u>	Self-motivated. Enjoys working with children/young people. Ability to work on own initiative and as part of a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.