



Rossett School
Success for everyone

JOB DESCRIPTION

SCIENCE TECHNICIAN

Directly Responsible to: Senior Science Technician

Key Functions:

- To ensure the smooth management of all science laboratories and equipment.
- To play a key role as part of the science team in supporting the learning and progress of all students within Science.
- To support all Science subjects at Key Stage 3, 4 and 5.

Principal Duties include:

Laboratory Servicing

- Ensuring the ready state of the laboratories including the preparation of materials, stock and standard solutions, specimens, cleanliness and readiness of apparatus for practical work.
- Maintaining appropriate levels of materials and resources, monitoring missing items with the Science department.
- Setting up and testing demonstration experiments and ensuring that they work satisfactorily.
- Providing exemplar results for set practicals at GCSE and A level.
- Provide support to the teacher by carrying out demonstrations within the classroom as required.
- Recovering of residues. Preparation of deionised water.
- Sterilisation of apparatus.
- Care of animals and plants kept for observation and experimental purposes.
- Cleaning of apparatus, eg glassware, used by staff and students.
- Inspecting and arranging for repair where necessary of laboratory equipment, furnishings and services.
- Giving technical and safety advice to new teachers and NQTs on how to carry out experiments safely and efficiently.

Construction and Repair

- Maintaining apparatus and equipment in good working order and carrying out repairs where practicable.
- Construction or modification of laboratory apparatus when practicable or cost effective.
- Mounting and display of students' work. Assisting staff with laboratory and department displays.
- Testing new experiments, construction of relevant apparatus and assisting in devising new practical work.

Safety

- Safely disposing of most biological and chemical residues and waste materials, ensuring safe storage of other chemical residues before disposal by outside contractors.
- Inspection, maintenance and correct use of safety equipment. Having a duty of care that science equipment is safe for use by students.
- Carrying out risk assessments for technician activities and class practicals in accordance with standard procedures and research non-standard procedures as required.
- Inform the DOS or Senior Science Technician if unusual chemicals or quantities of reagent are ordered.

Administration and Clerical

- Operating an efficient system for stock control, storage, transportation and distribution of items used in the Science department. Liaison with suppliers and their representatives.
- Operating laboratory documentation systems. Cataloguing, filing, worksheets, schemes of work.
- Ordering and stock control of all consumable items in the Science department.
- Cataloguing and backing of all new text books. Monitoring condition of texts, ensuring return of texts from Year 11 and Year 13 leavers, monitoring losses of text books.
- Assisting in the preparation of annual bid for Science department funding if necessary.
- Preparation of annual stationery order.
- Liaison with office staff for departmental photocopying, meeting deadlines when necessary, accounting for all photocopying within the department.
- Other clerical/administrative tasks as needed.

Other responsibilities

- Preparation of staff equipment orders, liaison to decide priorities when equipment resources are too low to meet demand.
- Distribution of exercise books to students.
- Distribution of equipment during lessons where lesson plans have been modified.
- Distribution of work and relevant resources to stand-in teaching staff for absent colleagues.
- Exam invigilation.

Key accountabilities for all staff

All Rossett School staff are expected to:

- be committed to safeguarding and promoting the welfare of children and young people and follow the Safeguarding Policy.
- to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
- carry out all duties in the context of, and in compliance with, the school's policies and procedure.
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in their job description.
- participate in any CPD activities and Performance Appraisal and contribute to the identification of development needs.
- have respect and care for students, colleagues and all other adults they come into contact with.
- set the highest possible standards through the ways in which they behave, talk to each other and strive for excellence in all that they do.
- create opportunities to support the school's vision.
- be courteous at all times, providing a welcoming environment for visitors and dealing with telephone calls in a professional manner.
- support the school's Uniform Policy for students and echo this through a professional and business-like mode of dress.

It is important to recognise that this job description outlines only the minimum expectations of the post-holder and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of teaching and learning at Rossett.

Tasks may be varied from time to time to take into account the changing nature of the school and the demands made upon it. Such changes do not constitute a change to the general job description.

This Job Description does not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team, or the school's development and improvement. Equally, the Headteacher may make additional, reasonable requests of colleagues in pursuit of the effective operation of the school.

Miscellaneous

- It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their teams, or the school's development and improvement. Equally, the Headteacher may make additional, reasonable requests of colleagues in pursuit of the effective operation of the school.
- All staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation;
- Rossett School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.
- Staff are expected to be courteous at all times, providing a welcoming environment for visitors and deal with telephone calls in a professional manner.



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PERSON SPECIFICATION

Science Technician

	Essential/ Desirable	Assessment
Philosophy <ul style="list-style-type: none"> • Commitment to helping young people achieve through education and learning • Commitment to comprehensive education • An understanding of and a genuine commitment to equality of opportunity 	<p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application Form</p>
Qualifications <ul style="list-style-type: none"> • GCSE Mathematics, English and Science (grade C or above) or equivalent • Good standard of ICT skills especially with Microsoft Word and Excel 	<p>E</p> <p>E</p>	<p>Application Form</p> <p>Certification</p>
Experience <ul style="list-style-type: none"> • Experience of working to high levels of accuracy and attention to detail • Experience of communicating with people both in person and on the phone • Aptitude for understanding and applying numerical and written data • Working with young people of secondary age • Experience of working as a Science Technician • Experience of working in a laboratory, setting up and testing demonstration • Experience of stock control and management systems. • Experience of working with a range of external partners to achieve organisational aims. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application Form</p> <p>Reference Interview</p>
Knowledge <ul style="list-style-type: none"> • Excellent administrative and organisation skills • Ability to build good working relationships with all stakeholders (staff, students, parents, external partners) • Excellent communication skills and the ability to act as a professional and positive ambassador for the school • Ability to prioritise workloads and to work to given deadlines • Ability to demonstrate practical equipment and give technical advise • Knowledge of Health & Safety and risk assessment practices • Experience of education system or other public organisation eg police, social services 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Interview</p> <p>Application Form</p>
Personal Qualities <ul style="list-style-type: none"> • Hard working, well motivated, positive • Excellent attendance and punctuality record • Ability to use own initiative and have a flexible approach • Ability to cope with stressful situations • Ability to deal with sensitive information in a confidential manner • Ability to work with limited supervision and be able to problem solve • Ability to form and maintain appropriate relationships and personal boundaries with students • Empathy towards young people facing barriers to their learning • Ability to provide a good role model to young people • Willingness and aptitude to work independently and as part of a team • Willingness to take on a variety of tasks • Commitment to safeguarding and promoting the welfare of children and young people • Enthusiasm and commitment to the aims and objectives of the school • Willingness to participate in wider school activities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>Interview</p> <p>Application Form</p> <p>Reference</p>