

Job description

Job title	Science Technician
School	Ilford County High School
Reports to	Head of Science/Faculty
Salary	LBR 4/ 6-7 £30,288-£31,611 (£25,895-£27,009 pro rata)
Hours	<ul style="list-style-type: none"> • 36 Hours • 39 Weeks per year • Hours TBC
Responsible for	NA
Purpose of job	
<p>Under the overall direction of the Head of Faculty and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.</p> <p>The technician role forms a central part of the work of the department and they will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.</p>	
Main duties and responsibilities	
<ul style="list-style-type: none"> • Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials • To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use • To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances • Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department. • To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages. • To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals. • Monitor and manage stock cataloguing resources and undertaking audits as required • Purchase of consumables from local shops as required. • To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required. • The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment. • Filing of paper resources on return to preparation room and duplication of resources as required. • To undertake general tasks within the Science Department such as portering and 	

handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.

Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- Advising staff on safety issues and trialling practical work where necessary.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
- To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
 - Risk Management

Support for the School

- To assist with practical examinations as may be required.
- To invigilate examinations as directed by the Examinations Officer as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff

- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School

Auditing

- Ensure an up to date inventory is maintained
- Manage school's equipment cleaning audit
- To assist with the production of an annual audit of the Science equipment

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Science Technician	Grade	LBR 4
School	Ilford County High School		
Education and Qualifications: <ul style="list-style-type: none">• Successful experience working in specialist technical area, possibly in a school environment• GCSE 5 A* - C or equivalent, including science• Knowledge of COSHH and CLEAPS guidelines• Experience in relevant discipline or related qualification• Hold a recognised qualification at NVQ level 3 or equivalent experience• First Aid trained			
Experience/Knowledge/Skills: <ul style="list-style-type: none">• Have an awareness of health and safety issues within the school environment• Understanding of relevant policies/codes of practice and awareness of relevant legislation.• Commitment to and understanding of Equal Opportunities.• Basic understanding of child development and learning.• Confidence in dealing with young people, maintaining discipline and motivation.• Ability to relate well to pupils and adults.• Able to work constructively as part of a team, and responsibilities and your own position within these.• Appropriate knowledge of first aid.• Ability to identify own training & development needs & cooperate with means to address these• Ability to work independently and take initiative when appropriate• Ability to pay close attention to detail• An understanding of the necessity for maintaining strict confidentiality• Excellent interpersonal and communication skills (both oral and written)• Resourcefulness, enthusiasm, patience and a sense of humour• Understanding of professional boundaries/child protection procedures			
Other job requirements: <ul style="list-style-type: none">• Enhanced DBS check.• Flexible in approach and attitude• Willing to undertake training			