

SCIENCE TECHNICIAN – JOB DESCRIPTION

Department	Science
Main purpose of role	<p>We require a Science Technician to service KS3 to KS5 and to support the current technicians. A proven aptitude for working in a technical support team or working in school science laboratories would be an advantage.</p> <p>The role will also include keeping the laboratories, preparation rooms and storage areas clean, tidy and well-organised. Basic numeracy and literacy skills, a flexible and collaborative approach, together with a willingness to undertake further studies would be advantageous.</p>
Reporting to	Senior Laboratory Technician and Head of Science
Departmental Information	<p>The Science Department encompasses the Departments of Biology, Chemistry and Physics; Biology and Physics are run by their own Head and overseen by the Head of Science.</p> <p>At Key Stage 3 pupils are currently taught 6 lessons of Science a fortnight by one Science teacher where possible. The programme of study has been recently revised to further enhance it and best prepare pupils for the new GCSE courses. It draws from the National Science Curriculum and uses resources from a variety of sources including Exploring Science and Smart Science.</p> <p>GCSE is taught from year 9, with both Separate and Combined Sciences taught by subject specialists. Currently Key Stage 4 pupils study AQA GCSE Combined Science: Trilogy (double award) or AQA GCSE in Biology, Chemistry and Physics. Approximately one half of pupils take the three separate Science subjects. These pupils have 15 periods of Science per fortnight. The remainder of pupils' study Combined Science and also have 15 periods per fortnight.</p> <p>At Key Stage 5, the Department A-level courses in Biology (Edexcel), Chemistry (AQA), and Physics (Edexcel). Pupils have 6 periods of teaching for each subject in year 12 and year 13. The Science subjects are increasingly popular with our pupils.</p> <p>Within the Science Department there are fifteen teaching staff and four technicians. The Department has a new science block with 10 laboratories and two preparation rooms. The Department is very well resourced with textbooks, e-resources and equipment. The superb setting of the school provides ample opportunity for fieldwork.</p> <p>The Science Department is active and thriving, where those with ideas and initiative can flourish. We are aware of our responsibilities as a large Department with a major impact upon the success of the College. The Departmental team enjoys excellent and supportive relationships and offers a friendly and professional ethos in which both staff and pupils can work together. We aim to encourage pupils to engage with science in their everyday lives and to make informed choices about further study and future careers.</p> <p>There is an active programme of extra-curricular activities, including a Science Club, lecture trips, competitions and quizzes.</p>
Key duties and responsibilities	<p>Provision of Practical Requirements</p> <ul style="list-style-type: none"> • A specialism in Physics and/or Chemistry would be preferable. • Preparing apparatus, materials, solutions and demonstrations for use in practical activities and ensuring their safe delivery and set up. • Retrieving, clearing away and cleaning apparatus after use. • Checking equipment before and after use for quantity and damage and reporting faults to the Senior Technician.

	<ul style="list-style-type: none"> ● Moving equipment between laboratories. ● Contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum. ● Trialling practical activities. ● Constructing and modifying apparatus. ● Support the use of IT for learning activities as well as for administrative duties. ● Setting up and caring for plant and animal collections. <p>Safety and Security.</p> <ul style="list-style-type: none"> ● To ensure the maintenance of a healthy and safe working environment through: ● Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. ● Keeping up to date with current procedures and practices through continuing professional development and reading publications. ● The provision of technical advice on health and safety issues to teachers. ● The safe treatment and disposal of used materials including microbiological waste and other hazardous substances and responding to actual or potential hazards. ● Organising the healthy and safe storage and accessibility of equipment and materials and checking the condition of chemicals and equipment. ● Performing visual checks of fume cupboards, pressure vessels and electrical equipment, etc. <p>Organising and Maintaining Resources and Facilities</p> <ul style="list-style-type: none"> ● To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. ● Obtaining materials by local purchase. ● Keeping up-to-date stock records. ● Under the guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. ● General laboratory cleaning of bench surfaces and fixed equipment. ● Assist with the management of textbooks, including issue to students, billing for non-return, ensuring the continuation of laboratory services and facilities by liaising with the Senior Laboratory Technician. <p>Communication</p> <ul style="list-style-type: none"> ● Liaison with teachers, other departments/support staff within the college, for the benefit of the science department. ● Liaison with technicians in other schools in matters of common interests. <p>The Foundation reserves the right to amend these duties from time to time according to business needs.</p>
Hours and place of work	<p>This is a part-time (22.5 hours per week), permanent, term-time only role (36 weeks per year including INSET days). The working pattern is from 8.00am to 4.00pm with 30 minutes unpaid lunch over three days per week, preferably Monday, Thursday and Fridays but this can be discussed at interview.</p> <p>There will be occasional additional duties such as Open Days and Evenings which can be claimed as overtime.</p> <p>The role is based at Princethorpe College.</p> <p>Benefits include 25 days holiday per annum plus bank holidays (pro rata) to be taken during Princethorpe College school holidays.</p>
Salary	<p>The starting salary for this role is D9 to D11 of the Princethorpe Foundation support staff scale, currently £26,251.10 to £26,713.05 per annum full-time equivalent (£12,489.79 to £12,709.58 actual salary per annum) by negotiation, depending on qualifications and relevant experience.</p>

Safeguarding Children	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
Mandatory training	<ul style="list-style-type: none">• Safeguarding training• Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	Experience of working or studying in a scientific environment	Y	
	An understanding and a commitment to the promotion of health and safety in the workplace	Y	
	Some knowledge of the main Health and Safety regulations, and how they apply in a school environment		Y
	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools		Y
	Knowledge of scientific equipment and resources	Y	
	Ability to undertake a range of practical tasks	Y	
	Effective use of ICT	Y	
	Good numeracy and literacy skills	Y	
Technical job-related skills	Ability to prepare equipment and materials for lessons, as requested by the teaching staff	Y	
	Ability to work safely with chemicals and equipment	Y	
	Ability to use the relevant equipment, resources and technologies	Y	
	Aptitude for maintenance of relevant equipment and resources	Y	
Personal job-related skills	An interest in Science and supporting pupils' learning	Y	
	Able to work accurately in a well-organised and methodical manner	Y	
	Effective verbal and written communication skills and the ability to relate well to children and adults	Y	
	Ability to identify work priorities and manage own workload and to work to specified deadlines	Y	
	Ability to establish positive relationships with pupils, including those with special educational needs	Y	
	Flexibility in adapting to fluctuating workloads and tasks including ability to work flexible hours	Y	
	Ability to maintain accurate work records and inventories	Y	
	Ability to work effectively and supportively as a member of the school team	Y	
	Enthusiasm and committed to the aims of the school	Y	
	Ability to acquire new skills	Y	
	Ability to identify own training and development needs	Y	

	Committed to own professional development and willing to participate in further training and developmental opportunities offered by the College	Y	
Qualifications	A-Level qualifications (or equivalent) in Science	Y	
	Degree or equivalent in Science		Y
	Educated to at least GCSE in Maths and English	Y	
	IT qualification		Y
	NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent		Y
Other requirements	Driving Licence and own transport	Y	