

# Science Technician

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Pakefield High School

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### Salary

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Scale E (points 7 to 11)  
37 hours per week  
39 weeks per year (Term time plus one week)

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### Hours of Work

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Monday – Thursday 8.00am – 4.30pm  
Friday – 8.00am – 4.00pm  
1 hour for lunch

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### Core Purpose

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In accordance with the practices and procedures of the school, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff.

To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.

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### Reporting Lines

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Report to the Head of Science

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### Key Responsibilities

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- To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments. To advise teachers, when required, particularly those teaching outside the specialism, being retrained or on probation.
- To install, test and calibrate both existing and new equipment.

- Where applicable, assists the teacher with coursework, delivery of work programmes/lessons and assessments within the specialist area.
- To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.
- At the request of teaching staff, to provide practical advice and safety instructions to students.

### Maintenance

- To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
- To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
- To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
- To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
- To ensure that appropriate levels of stock are maintained to meet the requirements of the department.
- To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
- To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.
- To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

## General Responsibilities

- Sole Technician with a substantial breadth of duties across a number of different subject/curriculum areas and makes an effective contribution to implementing learning activities/work programmes.
- Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
- To contribute to safe working practice in preparation/storage/teaching areas.
- To maintain an up to date knowledge of technical developments in the field.
- To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.
- To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum.

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## Other Opportunities

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.

- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

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## Variations

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- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent qualification or experience in relevant discipline</li> <li>Very good numeracy/literacy skills</li> <li>Specific training in specialist area</li> <li>First Aid Certificate or willingness to undertake training</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in specific area in a learning environment</li> <li>Experience of working in a school or with young people</li> <li>Have knowledge of Health and Safety regulations/procedures</li> </ul>	
<b>Knowledge and Technical Skills</b>	<ul style="list-style-type: none"> <li>Effective use of ICT and other specialist equipment/resources</li> <li>Full working knowledge of relevant policies/codes of practice/legislation</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>	
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Excellent keyboard skills</li> <li>Ability to prioritise effectively</li> <li>High professional and personal standards in both work and conduct</li> <li>Strong personal drive and willingness to get things done</li> <li>Good time management</li> <li>Openness to learning and change</li> <li>Effective written and oral communication skills</li> <li>Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently</li> <li>Ability to relate well to students and staff</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>An understanding of data protection</li> <li>Ability to work flexibly and outside of normal working hours if required</li> <li>Full UK driving licence</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.