



Longley Park Sixth Form

A member of Brigantia Learning Trust

JOB DESCRIPTION AND PERSON SPECIFICATION

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	Science Technician
GRADE	Grade 3 £24,789 – £25,182 – Full Time, term time – 39 weeks
RESPONSIBLE TO	Curriculum Leader - Science
BASE	Longley Park Sixth Form

PURPOSE OF THE JOB	<p>Provide technician support service to staff and students undertaking the science curriculum.</p> <p>To assist in the general running of the science teaching and preparation areas. Working to maintain a purposeful, orderly, safe and productive working environment.</p>
---------------------------	--

MAIN DUTIES AND RESPONSIBILITIES

1. Provide technician support service to staff and students undertaking the science curriculum.
2. To assist in the general running of the science teaching and preparation areas. Working to maintain a purposeful, orderly, safe and productive working environment.
3. Carry out, under guidance routine inspection and maintenance of departmental equipment and resources. Work with the senior science technician to maintain an upto date inventory of equipment, chemicals and radioactive sources.
4. Follow the systems/policies and procedures in the science team.
5. Support assessors with learner observation records for practical activities and manage records, information and data, relevant to the science curriculum area.
6. Support the Senior Technician in maintaining equipment and materials and ensuring appropriate stock levels are maintained. Obtain materials by local purchase when required.
7. Work with the Senior Technician and other staff to trial experiments to support the science curriculum. Assist in the preparation and use of specialist equipment/resources/materials. Help prepare solutions, materials, cultures for living organisms and assemble apparatus. Deliver equipment and materials to classrooms and collect, check and return resources to stores.
8. Promote and ensure the health and safety and good behaviour of pupils at all times. Assist in the general cleaning of laboratory bench surfaces, sinks and used equipment and ensure the safe disposal of waste materials. Care for plants and animals.
9. Take an active role in the maintenance/quality/safety of specialist equipment. Provide specialist advice and guidance as required. Work with class teachers to support practical's in lessons and assist students on a one-to-one basis to provide additional catchup support and guidance.
10. 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.

11. Participate in training and other learning activities and continuous professional development as required.
12. Issue small tools, equipment (including texts and other written resources), ingredients and consumable materials; maintain associated records. Set up and operate equipment such as visualisers, data loggers and educational computers. Assist in making and maintaining visual aids. Reproduce worksheets and other practical guidance sheets.
13. The post holder will be required from time to time to support the creative arts department with general technician duties such as retrieving equipment ready for lessons.
14. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility
15. First Aid trained is desirable, willingness to go on first aid training is essential to the role in order to support the Science area and wider Sixth Form.

PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Application Form	Interview	Assessment Centre
Qualifications			
Committed to achieving Level 3 qualification (Advanced Level Education Science Technician)	X	X	
First Aid certificate desirable or willingness to undertake first aid training	X		
Knowledge			
General awareness of stores systems, and resource management	X	X	X
General awareness of H&S policy and implementation, including risk assessment, & COSHH	X	X	X
Technical Skills/Abilities			
IT literate – Good level of MS Office, including Word and Excel	X		X
Time Management – able to plan and prioritise work to ensure key targets are met	X	X	X
Able to work on own initiative under supervision	X	X	
Communication skills – able to present ideas and information clearly, concisely and accurately both verbally and in writing	X	X	X
Interpersonal skills - able to build and maintain effective professional relationships with internal customers and external contacts	X	X	
Personal Attributes			
Committed to excellence, equal opportunities, continuous improvement, customer focus, team working and self / staff development	X	X	
Committed to working in an education environment which meets the needs of a diverse student population	X	X	
Flexible and approachable, enthusiastic and self motivated	X	X	

