



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS

Post Title:	Science Technician
Grade:	Surrey Salary Grade 4
Hours:	36 hours per week
Line managed by:	Head of Science
Line management of:	N/A

ROLE PURPOSE

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To support the teaching and learning with the Science Department, where much of student and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials, by providing effective and efficient technical assistance

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Key Tasks

- ❖ To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department:
 - Preparation of resources, assembling apparatus
 - Obtaining materials by local purchase
 - Giving technical advice to teachers and students
 - Carrying out risk assessments for technician activities
 - Assisting in practical lessons and carrying out demonstrations
- ❖ 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 health and safety procedures and practices
 - Providing advice and support on health and safety issues to teaching staff and students
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards

- Checking fume cupboards, pressure vessels and first aid kits, ensuring electrical safety checks are current
- Healthy and safe storage and accessibility of equipment and materials

❖ To contribute to the design, development and maintenance of specialist resources and/or long term projects:

- Constructing and modifying apparatus
- Setting up and caring for plant and animal collections
- Preparing standard solutions, purifying chemicals, treating waste

❖ 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 department. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date stock levels.

❖ Support the senior technician in ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students
- ❖ External Supply Agencies

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

SCIENCE TECHNICIAN: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	Five GCSEs grade C or above, including Maths and English	- Level 3 or higher qualifications - Evidence of recent and relevant training - First aid qualification	Application form and letter
Experience and Knowledge	- Understand the challenges associated with inclusion within an urban environment - Working as part of a team	- Scientific background, previous experience of lab technician - Working effectively in an education environment or with young people	Application form, letter and reference
Skills and Abilities	- Anticipate problems, develop creative solutions - Listen to and reflect on feedback from others - High level of verbal and non-verbal communication skills - Strong level of ICT skills - Excellent presentation skills - Excellent personal presentation - Able to build and maintain positive relationships with individuals - Prioritise, plan and organise self	Use of SIMS or equivalent	Letter References Interview
Motivation and Personality	- An interest in educational issues - A commitment to inclusion - Positive attitude - Genuine concern for the welfare of others - Initiative and self-motivator - Calm disposition - Approachable with a good sense of humour		Letter References Interview
Personal	- Willing to accept the demands and challenges of the post and respond in a flexible manner - Committed to safeguarding and promoting the welfare of students and Ash manor School		References Interview