

THE HAYESBROOK SCHOOL

JOB TITLE:	Science Technician
RESPONSIBLE TO:	Curriculum Leader
GRADE:	Band 5, Points 9 – 13 30 hours per week, TTO plus 5 days

JOB PURPOSE:

Coordinate the use and maintenance of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum

PRINCIPAL ACCOUNTABILITIES

- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment to the stores to ensure that it is safely, securely and appropriately stored.
- Carry out maintenance checks and arrange for repairs as necessary to ensure that all equipment is safe and ready to use in lessons.
- Undertake stock checks and ensures that all chemicals are stored safely and secure to ensure the health and safety of students and staff in the school.
- Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order to maintain a safe and stimulating learning environment for students.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.
- Order equipment and arrange for repairs as directed and maintain accurate financial records to ensure that school financial procedures are adhered to and expenditure is kept within budget.
- Liaising with academic staff to discuss timetables, equipment requirements and work plans
- Running trials of experiments prior to classes and then demonstrating techniques for experiments
- Record keeping, e.g. for students' practical sessions, tracking methods, results, etc.
- Working with individual students and supporting them on research projects
- Assist with classroom displays

Person Specification:

Essential:

- 5 GCSE's including Science, Maths and English
- A Level/BTec/Level 3 qualification in Science
- Good oral, written communication and numeracy skills
- Good IT skills
- The ability to work independently and use your initiative
- The ability to prioritise and organise your own time
- Calmness under pressure
- A patient approach with students
- Responsible & conscientious approach to Health & Safety.

Desirable:

- Experience of working in a laboratory environment
- Experience of working in a school or with young people
- Knowledge of relevant codes of practice.