

## Job Specification – Science Technician



**Job Title:** Science technician **Reports to:** Head of Science

**Band:** D

### Main Job Purpose:

Support the Head of Science and Science teachers across the School, and have responsibility for ensuring all equipment and resources are prepared, managed and organised, safely and securely before and after any planned practical lessons, enabling the Science department to run smoothly.

### Specification:

#### Qualifications

Minimum GCSE Maths & English Grade 4 or Higher (C or Higher) or equivalent examinations	Essential
A Levels, Higher Education or Degree Level Qualification	Desirable

#### Experience

Science background	Essential
Previous school experience	Desirable
Use of appropriate equipment	Desirable

#### Knowledge

Good knowledge of Health and Safety	Essential
Knowledge of COSHH and ESCC regulations	Essential
Knowledge of safe working practices	Desirable
Ordering and Stock Keeping	Desirable
Experience of using ICT based equipment	Desirable
Knowledge of National Curriculum requirements	Desirable
Use of CLEAPPS	Desirable
Knowledge of working with Children and understanding of Safeguarding	Desirable

#### Skills

Ability and willingness to work independently	Essential
Ability to work collaboratively and as part of a team	Essential
Willingness to undertake further training	Essential

Ability to carry out risk assessments in relation to lab work	Essential
Ability to work flexibly as and when required	Desirable
Ability to maintain a range of tools and equipment	Essential
Ability to prepare equipment and materials for lessons, requested by Teaching staff	Essential
To maintain accurate work records and inventories	Essential

### Personal Attributes

Motivated to work autonomously and organise personal workload	Essential
Commitment to own Professional Development	Essential
Organised with the ability to work well under pressure	Essential
Problem Solving	Essential
Reliable and committed to Role and School	Essential
Willingness to go the extra mile/be flexible in approach	Essential
Honest & Trustworthy	Essential
Excellent Team Player	Essential
Ability to communicate at all levels of the business	Essential
Excellent Telephone Manner	Essential
Good attention to detail	Essential