



## INFORMATION PACK

## SCIENCE TECHNICIAN

### **Sensational Science: creating awe and wonder!**

#### **Our Team**

The Science team is made up of strong practitioners who are committed to working collaboratively and supportively to ensure great outcomes for our students.

We are currently a team of 14 teaching staff, both full and part time, a Higher Level Teaching Assistant and 2 technicians.

#### **The Post**

We are looking for a new member to join our team: as a technician someone who will share our passion for Science and will support us to deliver an outstanding science experience for our students by helping with the preparation of practical science lessons.

#### **Our Facilities**

Most excitingly, we have a brand new, state of the art Science Learning Centre. Within this we have 9 well-equipped labs, two large, fully resourced preparation rooms and a staff room. This brand new facility provides an excellent working environment and along with a collaborative and mutually supportive team, is a dream location for anyone to work.

We are proud of being part of the Latimer team: if you share our passion and enthusiasm, we would love you to apply for this post!

## Job Description—Science Technician

Role: Science Technician

Line Manager: Senior Science Technician

Direct Reports: None

Scale: Grade F, Point 6 - 7

### General Responsibilities

- To undertake duties in support of the work of the teaching staff in the Science department in order to provide an outstanding service to the students in the College.

### Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Under the direction of the Senior Science Technician, to prepare materials and equipment for science lessons that meets both Health and Safety standards and the requirements of the classes involved, for example:
  - Carrying out risk assessments for practical activities
  - Disposing of waste materials
  - Collecting apparatus and chemicals from storage and returning them as soon as practicable
  - Preparing necessary chemicals and solutions
  - Arranging for apparatus, including worksheets and text books, to be available in laboratories for lessons
  - Preparing experiments and setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
  - Liaising with staff over use of equipment and stock
- To provide specific technical support in lessons when requested;
- To maintain science laboratories and preparation rooms and their equipment and services in good order, ensuring that Health and Safety requirements are met, for example:
  - Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floors
  - Storing materials tidily
  - Keeping equipment clean
  - Looking after animals, insects and plants kept by the department
  - Cleaning of goggles
  - Cleaning of safety screens, fume cupboards and other items
  - Carrying out safety checks on equipment
- Under the direction of the Senior Science Technician, ensuring that stock levels are maintained and future requirements are identified, for example:
  - Taking stock of chemicals, consumables, stationery, books and breakable items
  - Advising the Senior Science Technician on stock replacement needs
  - Ordering of the above
  - Checking deliveries

## Job Description—Science Technician (continued)

- To support the department in the production of relevant resources, including ensuring that reprographic tasks are completed in a timely manner;
- To undertake any other general duties in support of the teachers in the Science Department;
- To undertake appropriate training and professional development to ensure that the College meets current best practices in Health and Safety;
- To be trained in first aid and administer as appropriate;
- To undertake any additional duties deemed reasonable by the Principal.

## Person Specification—Science Technician

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Appropriate level of Literacy and Numeracy skills, equivalent to Level 2 or above	X		Application form/verified at interview
Relevant Level 3 qualification	X		Application form/verified at interview
Degree or equivalent		X	Application form/verified at interview
<b>Working with Children and Young People</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form/interview
Motivation to work with children and young people	X		Application form/interview
Commitment to, and belief in, the equal value of all students	X		Application form/interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Interview/Reference
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Knowledge and experience of working in a Science laboratory		X	Application form/Interview
Knowledge and understanding of Health and Safety requirements		X	Application form/Interview
Prior relevant experience of working in a school		X	Application form/Reference
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Strong ICT skills	X		Application form/Interview/Reference
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Responsible and conscientious approach to Health and Safety	X		Interview
Efficient and organised: independent and effective in time management	X		Application form/interview
Proven commitment to developing professionally and to learning new things	X		Application form/interview
Ability to work as part of a team	X		Application form/interview
Willing to be flexible and adaptable	X		Application form/interview
Ability to communicate effectively	X		Application form/interview
Evidence of resilience when working effectively under pressure	X		Application form/interview
Good sense of humour	X		Application form/Interview
<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
First aid training or the willingness to undertake it	X		Application form
Willing to contribute to the wider aspects of college life		X	Interview