

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job title	Science Technician
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	<p>To support the delivery of science lessons in a well-resourced environment with due regard to the health and safety of staff and pupils at all times.</p> <p>To support all three science disciplines, Chemistry, Biology and Physics.</p>
Reporting to	Head of Science
Main responsibilities and duties	<p>To manage all aspects of laboratory support, liaising with the teaching staff to deliver and develop high quality and safe programmes of study. Duties will include the day-to-day provision of class practicals and identifying ways of improving the operational aspects of the support.</p> <p>You will be expected to:</p> <ul style="list-style-type: none"> • Equip the laboratories with the correct apparatus and reagents for all practical work. • Check that the apparatus is working correctly and all glassware is clean and ready prior to use and that all reagents are correctly prepared, liaising with the class teacher immediately if any problems or concerns are identified. • Set up demonstration equipment for the class teacher checking it functions correctly. • Assist and advise teaching staff about the suitability and availability of apparatus for practical work. • Create and complete risk assessments of procedures and experiments following CLEAPSS guidelines. • Tidy up after practicals, ensuring all reagents and chemicals are disposed of safely. • Ensure access to the preparatory laboratory is restricted only to authorised staff at all times. • Ensure all equipment and stores are locked up appropriately when not in use. • Maintain appropriate stock levels of equipment and stock, ordering replacements in a timely manner. • Liaise with the Estates Manager to ensure that all PAT testing is undertaken

annually.

- Maintain an updated chemical list and arrange for the disposal of unwanted, hazardous or expired chemicals.
- Purchase supplies of perishable items for experiments as required and arrange for the safe disposal of materials following CLEAPSS guidelines.
- Consult with and advise the Teachers of Science on their choice of new and replacement equipment as required.
- Repair, maintain and service relevant equipment annually (to include microscopes and weighing balances).
- Liaise with the Maintenance department regarding building or facilities issues arising within the department.
- Administer orders, deliveries and invoices, operating a shadow budget, and liaising with the Bursary.
- Undertake photocopying on behalf of the Teachers of Science as requested.
- Assist as requested in the setting up of displays for School Open Days.
- Keep up-to-date with safety regulations and advise members of the science department as appropriate.
- Ensure all equipment and experimental work conforms to Health and Safety regulations, having made reference to CLEAPSS and the School's Health and Safety guidance.
- Attend relevant training sessions as appropriate including all training relating to safeguarding.
- You will be required to undertake First Aid at Work Training, (or its equivalent) and deliver First Aid in line with qualifications held.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

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.

Person Specification

	Essential	Desirable
Keen interest and proven track record of keeping up-to-date with current legislation and modern scientific techniques	Y	
Able to demonstrate familiarity with standard scientific nomenclature	Y	
Able to demonstrate familiarity with standard glassware and apparatus normally found in a science laboratory		Y
Able to react knowledgeably in potentially hazardous situations	Y	
Experienced IT user, especially with Microsoft products, and able to produce basic spreadsheets and word documents	Y	
Previous experience of working within a school laboratory		Y
Qualified to A-Level in Chemistry, Biology or Physics	Y	
Graduate within a scientific field		Y
Able to follow instructions and work on own initiative	Y	
Polite and courteous with a wide range of people and pupils of all ages	Y	
A team player	Y	
Able to keep a cool head in emergencies	Y	
Able to work methodically and with attention to details	Y	
Able to organise and plan ahead	Y	
Be observant	Y	
Be flexible and adaptable	Y	
Be an excellent communicator and listener	Y	

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