

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: SCIENCE TECHNICIAN

Post Title	Science Technician
Reporting to:	Senior Science Technician
Disclosure Level:	Enhanced
Salary/Grade:	Scale 4 – point range 18-21

Key tasks and accountabilities will include the following:

Undertake and/or supervise the following tasks:

- Provision and collection of teaching materials and equipment for lessons within the department. This will include preparing, delivering and the return to storage of chemicals, electrical equipment, glassware and other teaching aids
- Liaise with teaching staff with regard to equipment and experiments ordered on weekly requisition sheets
- To provide technical advice and support in the classroom e.g. with practical experiments and resources
- Check and manage text books, repairing as necessary
- General maintenance of equipment. Including cleaning, calibration, testing, repair and removal from circulation of damaged or faulty equipment to ensure it is kept in good working order
- To construct, where possible, general Science equipment
- To assist in putting in place requirements for practical school and public examinations
- Check safety of teaching materials and equipment
- To collect and care for insect and plant materials as necessary
- Check and replenish equipment to maintain stocks within the Science department
- Organise storage of chemicals, stock and equipment, reviewing supplies through annual stock taking
- Order, collect and receive stock/equipment and maintain records
- To support school events such as open evenings as required
- Check gas, electrical points and water/sinks and rectify or report problems
- Check and sterilise eye-wash stations and wash cloths
- Monitor laboratories, preparation areas and store rooms to ensure a clean, safe and orderly working environment
- Clear laboratories at the end of the day as appropriate
- Under the direction of Line Manager, dispose safely of laboratory waste (chemical and biological) and deal safely with spillages / breakages following regulations
- Keep up to date with Health and Safety and COSHH regulations and ensure all staff in the department are kept informed and oversee compliance by team members
- Maintain and update safety equipment and information in prep rooms and laboratories
- To undertake first aid training and responsibilities as required
- Ensure all chemicals, radioactive materials and equipment are stored and used in line with local regulations
- Take part in CPD activities as appropriate

Other tasks: As requested by the Director of Science / Senior Science Technician

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager or Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title. This Job Profile should be read in conjunction with the generic Job Description.

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

PERSON SPECIFICATION

Qualifications and Experience				
1	Evidence of general education certification at GCSE level or the equivalent, with at least a grade C in English and Mathematics	✓		A
2	An understanding and knowledge of the needs of children with English as an Additional Language		✓	A
3	Evidence of relevant training/experience (e.g. NVQ 3)	✓		A
4	An understanding and knowledge of the needs of children with English as an Additional Language		✓	R, I
5	Experience of working with secondary age students, preferably in a school environment		✓	R, I
6	Experience of supporting students with SEN in the classroom to advance learning and development		✓	R, I
7	Experience of differentiating learning activities		✓	R, I

Skills				
8	An ability to work as part of a team	✓		A, I
9	An ability to communicate effectively with teachers, students and members of the community	✓		A, I
10	The ability to establish positive and constructive relationships with colleagues and students	✓		R, I
11	The ability to be flexible, to work hard and to take pride in performing well	✓		R, I
12	The ability to respond sensitively to the needs of a named student	✓		R, I
13	Good organisational, time-management and interpersonal skills	✓		A, R, I
14	The ability to use ICT with students and in preparation of resources	✓		A, R, I

Personal Attributes and Behaviours				
15	A commitment to and an enthusiasm for the post	✓		R, I
16	Adaptability and a professional approach to the responsibilities of the post	✓		R, I
17	A desire to help young people gain confidence and achieve their potential	✓		R, I
18	A commitment to equality of opportunity	✓		R, I
19	An eagerness to gain experience, expertise and professional development through this position	✓		A, R, I
20	An interest in a community ethos	✓		A, R, I

Key to Evidence: A = Application

I = Interview

R = References