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**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Science Technician

Reports to: Senior Science Technician

Line Manager: Head of Science

Under the direction/instruction of senior staff: provide general support to staff and students, including preparation, and routine maintenance of resources/equipment; support the overall work of the Science department and to carry out any other tasks as necessary to ensure the efficient running of the Science department.

**Areas of responsibility and guidance:** To provide practical science as requested by teachers, ensure labs and prep rooms are maintained to comply with health and safety regulations, risk assessments and safety checks.

**General:**

* Assisting the Senior Science Technician as appropriate;
* Deputising for the Senior Science Technician as required;
* Liaising daily with the Senior Science Technician to determine priorities and report on problems and solutions.

**Main Responsibilities:** To support the effective delivery of science education by providing technical support to teaching staff and pupils by:-

* Preparing equipment, chemicals and specimens for practical sessions and examinations, including constructing and setting up equipment as required;
* Preparing equipment, materials, teaching aids for lessons;
* Monitoring the condition of equipment, books, etc;
* Carrying out minor repairs to equipment, e.g. plugs, fuses etc;
* Keeping laboratories, classrooms, the prep room, store cupboards and equipment tidy, clean, safe and stocked with equipment and consumables.
* Monitoring supplies and indicating to the Senior Technician when further stock is necessary; checking deliveries; arranging appropriate storage;
* Assisting with the disposal of used / harmful chemicals, specimens etc;
* Assisting with the care of living specimens;
* Making up and ensuring the ready availability of standard solutions and other agents in all appropriate working areas;
* Purchasing and collecting science materials locally;
* Assisting in practical sessions where required;
* Maintaining a high standard of cleanliness and tidiness throughout the labs e.g. benches, glassware, sinks etc.

**Administration:**

* Photocopying as required ;
* Ordering new equipment ;
* Putting up wall displays;
* Book keeping for budget.
* Record keeping in line with regulatory Guidance - CLEAPSS/COSHH

**Support for the School:**

* Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;

**Personal Qualities:**

* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team
* Ability work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.
* Ability to take the initiative, be proactive
* Interest in science
* Attention to detail
* Problem solving skills

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Grade C or equivalent in Science (preferably 3 Sciences) | Working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| Grade C or equivalent in English & Maths | Thorough, organised and methodical approach to tasks |
| Ability to prepare equipment and materials for lessons as requested by the Senior Science Technician | Experience of undertaking a range of Science related tasks |
| Effective use of ICT and other specialist equipment/resources | Ability to relate well to children and adults |
| Basic knowledge of Science taught in the classroom | Able to work under pressure in a busy environment |
| Able to prioritise and complete tasks within deadlines set by the Senior Science Technician | Experience in a Science and / or technology environment |
| Desire and willingness to learn and undertake training as appropriate | Degree in science related subject |
| Professional attitude and high levels of accuracy and attention to detail |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: …………………………………………………………………………. Dated: ………………………………………………………….