



Assistant Science Technician

Job description and person specification

Purpose of the post: To provide support within the Science department, providing technical, practical and administrative assistance enabling teaching staff to facilitate high quality teaching and learning.

Duties and responsibilities

- To work with the technician team to ensure the maintenance of a healthy and safe working environment.
- To prepare resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons as directed within time scales.
- To deliver and retrieve equipment/resources from laboratories and clean work areas after use including any chemical/biological spillages in accordance with COSHH and CLEAPSS guidelines.
- To be available to support learning activities on occasions where technical support is requested by teaching staff.
- To undertake where appropriate routine maintenance and cleaning of equipment, resources and materials to ensure a safe and orderly working environment.
- To check equipment/resources/facilities for safety, reporting any faults/problems/damages to the appropriate staff in order that planned learning activities can be undertaken.
- To ensure laboratory equipment is moved and stored safely and securely as instructed in line with Health and Safety regulations.
- To be responsible for ensuring that chemicals and biological waste are disposed of safely, in accordance with the safe practices of CLEAPSS.
- To work with other technicians to construct and modify apparatus in order with the needs of the Science department and to work closely with the other Laboratory Technicians as part of a team.
- To prioritise own workload, work to pre-determined deadlines and to comply with relevant requirements.

Administration Tasks

- To assist the Senior Technician in monitoring and managing stock as required.
- To assist with further IT packages that aid the work of the Science faculty.
- Data input appropriate to the role.
- Operating office equipment to enhance learning resources within the department, e.g. photocopier and computer.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	WHERE MEASURED
Qualifications	5 GCSE's, A*-C or equivalent including English, maths & science.	A further science related qualification	Application Form / Interview
Experience	Experience of working in a science discipline Experience of managing own workload effectively	Experience of working within a school/educational environment Experience of using data logging	Application Form / Interview/Assessment Task

Knowledge	Knowledge of general Health & Safety procedures	Knowledge of the Education system Working knowledge of CLEAPSS guidance Working knowledge of COSHH regulations	Application Form / Interview
Skills and Abilities	Excellent communication skills Ability to be flexible and adaptable in accordance with the needs of the post Ability to work collaboratively as part of a team Ability to work under pressure High level of organisational, planning and prioritising skills Ability to deal sensitively and effectively with a wide range of issues Ability to organise filing systems both manual and computer based	Ability to administer First Aid	Application Form / Interview

