

# Holme Grange School



## Job Description & Personal Specification Science Technician

### Main Purpose of the Post

The purpose of this post is to provide a high standard of support for the school's Science Department that is responsive to their needs by being responsible for the management, maintenance and development of all equipment within these departments. The Technician will ensure our equipment is well maintained, embraces best current practice and developments are forward thinking. The Technician needs to be proactive and able to communicate well.

### Key Roles

- To assist the Science staff with the practical preparation of lessons and the tidying up of equipment at the end of the sessions.
- Under the direction of the Head of Department, to ensure that all Health & safety requirements are met.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Head of Department.
- To maintain equipment in accordance with Health and Safety regulations, ensuring specialist help is sourced where and when necessary.
- To carry out weekly material and equipment checks across all Science classrooms.
- To assist teaching staff in promoting and raising the profile of Science within and outside school.
- Produce material and equipment required for teaching as requested, including printing, downloading of support material, work sheets and help sheets.
- Take overall responsibility for the promotion and observance of a safe working environment in the specialist work area including risk assessments, review of safety procedures & distribution of safety information for all personnel using specialist work areas - including cleaners, where appropriate.
- Ensure routine safety checks, including electrical tests, are carried out and appropriate records maintained.
- Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements.

### Administration and Supervision

- Maintain an up-to-date inventory of Science equipment.
- Be responsible for an efficient stock control system and associated records.
- Order equipment and supplies for use within the Science department.
- Receive and check deliveries and associated invoices and notify the appropriate person of any discrepancies.
- Assist in the production of Risk and COSHH assessments.
- Keep up to date with all CLEAPSS advice and documentation.
- To assist staff in preparing and setting up displays for outside competitions.
- To assist staff in the production and updating of Science displays within the school.

## Standard Duties

- To promote the ethos and values of the school.
- To be familiar with customer care and health and safety policies and raise awareness amongst staff and pupils.
- To improve one's own practice through training observation, discussion with colleagues and performance management.
- To attend, participate and on occasions lead in meetings / training as required.
- To provide technical support to staff during lesson time as and when required.

## Key Accountabilities & Relationships

- **Reports to:** Head of Science
- **Works with:** Pupils, staff, parents, and external agencies as appropriate

## Person Specification

The successful candidate will be able to demonstrate the following:

<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSEs in Maths, English & a Science subject/NVQ Level 2 in relevant subject.	X	
A higher qualification in a Science-related discipline e.g. NVQ Level 4 or Degree		X
First Aid at Work or Emergency First Aid at Work certificate.		X
Experience in a laboratory setting.	X	
Experience in a school setting.		X
<b>Knowledge &amp; Skills</b>		
Proficiency in using and maintaining laboratory equipment.	X	
Knowledge of Health & Safety regulations and COSHH.	X	
IT literate including word processing and spreadsheet programs.	X	
Strong written and verbal communication skills to interact effectively with students and staff.	X	
Excellent time management, the ability to plan and prioritize tasks, and meticulous attention to detail.	X	
<b>Personal Qualities</b>		
The ability to work constructively as part of a team, contributing to the department's work.	X	
A strong sense of responsibility, a conscientious approach to work, and the ability to exercise initiative.	X	
A flexible, positive, and proactive approach to work and a willingness to learn new skills.	X	
Analytical and problem-solving skills to handle challenges and adapt to changing situations.	X	
A deep commitment to safeguarding and promoting the welfare of children and young people.	X	
Personal integrity, a calm and confident attitude, and respect for confidentiality.	X	

This job description is a broad outline of the duties and responsibilities involved and may be amended, as necessary, following discussion between the post-holder and the Head.

## **Safeguarding**

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.