



Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10



Twyford Church of England High School

Job Description

Job Title:	Science Technician
Grade:	Grade 5, scale points 12 - 15 <i>Please see page 3 for details</i> This role is for up to 20 hours per week (term time only), however hours are negotiable for the right candidate
Line Manager:	Senior Science Technician or Head of Science
Supervisory Responsibility:	None
Hours:	<i>Hours negotiable, term time only (equivalent to 40 weeks)</i>

Main purpose of the job

- To support the teaching programme of the Science Department by providing technical and practical support to the Department, and class teachers, for teaching from Key Stage 3 to A Level.
- To ensure the maintenance of a healthy & safe working environment

Specific responsibilities and tasks

1. **Responsibilities.** Ensuring that adequate technical assistance is available for designated teaching staff. Maintain up to date knowledge regarding health and safety requirements and developments in practical science by ensuring access to the relevant literature/websites.
2. **Preparation.** Preparing equipment as requested by staff in the Science Department independently or in collaboration with other technical staff. This will usually be providing equipment for demonstrations or class experiments. Preparation of GCSE and A-Level practicals are also an essential component of this role. It will also include pre-testing experiments, collecting sample data, setting up demonstrations or carrying out demonstrations. Organisation of resources and moving equipment between floors as needed.
3. **Cleaning and checking.** Clearing away, checking, cleaning and storing equipment as appropriate. Inspecting allocated laboratories regularly including cleaning sinks as needed and reporting damage to the Head of Department.
4. **Maintenance.** Maintenance of chemical stock and preparation of stock solutions. Maintenance and repair of equipment as directed by the Head of Department (training will be given as appropriate). Development of storage systems that meet the needs of the Department. Assisting with Department audits, stocktaking and ordering in conjunction with HOD.

5. **Health & Safety.** Undertaking Risk Assessments (after training if needed) as necessary and informing staff involved of any precautions needed. Following Departmental, Local Authority and National regulations and guidelines regarding Health and Safety. Ensuring the safe disposal of used and surplus chemical and culture and managing spillages / accidents in the laboratories
6. **General.** Maintaining plant and animal collections in collaboration with other technical staff. Carrying out other duties of a similar nature as directed by the HOD. Contributing to the development of the department such as carrying out Risk Assessments on Schemes of Work, participating in staff training initiatives including attending courses as necessary. To ensure the maintenance of resources, stock records and maintenance records.
7. **Other duties at a similar level of responsibility.** Undertaking other duties of a similar nature, from time to time, as directed by the Head of Science and Senior Science Technician.

Key measures of success

- The Department, and individual class teachers, are fully supported in their teaching requirements
- Safety standards are fully complied with and maintained

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Spec

	Essential	Desirable
Qualifications and Experience	• A degree or HND is not essential for entry, although a science background is required. Arts and social science graduates will need science A-levels	• BSc or HND in a Science discipline or a Science related field
Knowledge and Skills	• The person appointed will be interested, willing and able to provide practical solutions to problems • A critical knowledge of science applications and uses • Understanding of the educational sector ethos • The technician should have an interest in ICT and be able to adapt easily to new technologies • Good organisational skills, including prioritisation of work and time management • Good oral and written communication skills to communicate effectively with different audiences.	• Ability to carry out some lifting • Understanding of Assessment Frameworks for GCSE and A-Level practical experiments • Use of CLEAPPS in risk assessments

Personal Qualities	• Proactive • Approachable, calm and professional • Excellent communication skills • High level of personal organisation • Excellent punctuality and attendance • A general flexible approach to working hours • A good sense of humour • A commitment to the values and ethos of the Trust • The technician must be dependable, science and ICT literate, willing to share ideas, participate in departmental team meetings (where appropriate), and be enthusiastic in carrying out duties	
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The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.