



JOB DESCRIPTION/ PERSON SPECIFICATION

Position	Science Technician
Responsible to	Senior Science Technician
Responsible for	Not Applicable

Job Description	
Core Purpose	To support the use and maintenance of practical resources and facilities to deliver the needs of the curriculum.
Key Areas of Responsibilities and Accountability:	
<ol style="list-style-type: none"> 1. Prepare, maintain and co-ordinate the use of practical resources and facilities to ensure that the varied needs of the students are met. 2. Contribute to the assessment, monitoring and review of both health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment. 3. Support the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest science curriculum possible can be offered to students. 4. Help to maintain up to date records of stocks. 5. Ensure that both routine and non routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to. 6. Ensure the maintenance of a clean and orderly working environment. 7. Undertake simple repairs as directed and report other damage to senior staff. 8. Provide clerical/administrative support, e.g. photocopying, printing, desk top publishing and display work 	
Other:	
<ol style="list-style-type: none"> 1. Attend staff meetings as required. 2. To participate in the performance management process in accordance with Academy policy 3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post. 	

Person Specification	
Qualifications and Professional Development	<p>Essential</p> <ul style="list-style-type: none"> ▪ Educated to GCSE/A-level or equivalent in a science related subject <p>Desirable</p> <ul style="list-style-type: none"> ▪ First Aid Qualification ▪ NVQ in science qualification e.g. laboratory techniques
Knowledge, Skills and Competences	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Good understanding of Health & Safety procedures ▪ Ability to operate basic technology (PC, video/DVD, photocopier etc.) ▪ Good, written and verbal communication skills ▪ Basic ICT skills <p>Desirable:</p>
Experience	<p>Essential</p> <ul style="list-style-type: none"> ▪ Previous experience of working in a similar role <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Previous laboratory experience