



Job Title	Science Technician
Name of Post Holder	
Date of Review of this Job Description	March 2021
Grade/Rate of Pay/Salary	Grade 6
Establishment	Wood Green School
Location	Woodstock Road, Witney, OX28 IDX
Post responsible to	Head of Science
Working Time	35 hours per week
Purpose of Post	To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum which will include liaising with staff
General Duties	<ul style="list-style-type: none"> • Undertake duties as required to support teaching staff in the classroom e.g., routine preparation of materials • To ensure the efficient running of the laboratories and technical services in the Science Department, including storage, maintenance, repair, stock-taking and chemicals and the cleaning of equipment, benches and sinks • Support and assist teaching staff in the classroom during lessons and advise in respect of health and safety issues • Support teaching staff with some administration tasks, including duplicating, photocopying and producing classroom resources, filing of classroom resources • To advise teaching staff in technical and safety matters; to work closely with newly qualified teachers to ensure that they are familiar with relevant equipment and materials • To ensure the supply of class equipment, its return to store after use and its repair, when required; to prepare accurate chemical solutions as required; to prepare media for microbiology and to sub-culture micro-organisms; to help set up biology experiments and to maintain plants. • Organise the clearing away of materials at the end of lessons and be responsible for the safe storage or disposal of these materials • Assist in laboratory housekeeping in order to ensure all health and safety aspects are adhered to and that stock levels are maintained • Under the guidance of senior staff, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment are carried out to the required standard • To undertake routine checks of the Science area • To take an interest in maintaining and promoting the good image of science • To be familiar with the latest safety regulations and changes in the Science curriculum • To undertake any other duties as agreed by Head of Science

	<p>General</p> <ul style="list-style-type: none"> • Undertake any necessary training • Be first aid qualified and keep training up to date • Attend staff meetings where relevant <p>Health and Safety</p> <ul style="list-style-type: none"> • To have due regard for health and safety in the workplace • To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy • Co-operate with health and safety requirements • Report all known defects • Use, but do not misuse anything provided for your health, safety and welfare • Do not undertake unsafe acts • Inform Head of Establishment of any 'Near-Misses' • Be familiar with the emergency action plans for fire, first aid and security issues • Undertake specific designated duties regarding emergency evacuation • Raise health and safety and environmental issues with students <p>Organisational effectiveness</p> <ul style="list-style-type: none"> • Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need
Responsibilities and Accountabilities	<p>Child Protection</p> <p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p> <p>Standards and Quality Assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the school as identified in the staff handbook • Promote and model good relationships with pupils, colleagues, parents and visitors • Set a good example in terms of dress, punctuality and attendance. • Participate in training and take a lead in own professional development • Participate in the School's staff appraisal process
Notes:	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Science Technician
Personal Specification**

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Grade C, GCSE or equivalent in English, Maths and Science Willingness to undertake relevant training, to learn new skills and update existing knowledge, skills and understanding 	Scientific qualification
Knowledge and Experience	<ul style="list-style-type: none"> Knowledge of safe working practices in relation to the handling of hazardous equipment and tools Scientific or school background First Aid qualification or willingness to undertake training for immediate first aid associated with school duties. 	Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals Knowledge of health and safety legislation as it relates to the work of a school ICT experience
Skills and Ability	Ability: <ul style="list-style-type: none"> To maintain a range of tools and equipment To prepare equipment and materials for lessons as requested by teaching staff To work in an organised and methodical manner To identify work priorities and manage own workload within agreed parameters To maintain accurate work records and inventories To work effectively as part of a team 	To carry out risk assessment in relation to laboratory work
Personal Characteristics	<ul style="list-style-type: none"> Organised with good communication skills Willingness to participate in further training and development opportunities Calm, positive and cheerful disposition with a sense of humour Has a genuine interest in Science and education Genuine interest in working with young people 	