

VYNERS SCHOOL



SCIENCE TECHNICIAN

Job Description

Core Purpose:

To support the delivery of the science curriculum at all key Stages through assisting the department with preparation of experiments and equipment.

Core Qualities:

- A desire to support the learning of young people, particularly in science.
- The ability to interact effectively with a wide range of students and staff.
- An understanding of the safety requirements associated with working in a scientific environment.
- Keen to play a part in promoting and safeguarding the welfare of students and to act as an appropriate role model for young people.
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Specific Responsibilities

- To prepare, set up and clear away lab equipment for teaching staff use, up to the standard of post-16 courses, including A level.
- To take responsibility for the preparation of materials as required for any science subject up to the standard of post 16 courses, including A level.
- To follow health and safety procedures relevant to good lab practice and to be prepared to intervene to enforce safety in lessons when problems are seen. Any serious problems witnessed should be reported to the Senior Science Technician.
- To test equipment in preparation for lessons, if requested.
- To tidy away and clean lab equipment and benches.
- To check services (gas, electricity, water, drainage) and to report any defects to the premises team as required.
- To store lab equipment in an orderly way and with due regards to safety. To organise and maintain a safe and efficient method of storage of all equipment and chemicals, as required by the Subject Leader for Science.
- To undertake basic repairs of minor equipment, as may be required.
- To construct minor equipment, involving the use of simple skills, including working with glass and soldering.
- To maintain stock records of equipment and materials. To organise and maintain index systems and inventory lists and to carry out annual inventory checks.
- To assist with photocopying and preparation of material for printing.
- To organise and maintain an efficient filing system of work sheets and teaching materials, in conjunction with teaching staff. To set up and maintain storage systems of internal exam papers and ensure their safe keeping.
- To deal with the repair and storage of textbooks, keeping records of issue.
- To ensure the availability and storage of stationary.
- To assist with setting up computers for the control of experiments. To ensure the safe storage and records of use of computer accessories.
- To ensure that electrical equipment is made available for testing by the external PAT testing contractor.
- To attend relevant CPD courses and report back to the department on new equipment and procedures.

- To carry out any other related duties as may reasonably be required by the Subject Leader for Science or teaching staff in the department acting with the authority of the Subject Leader.

Duties Specific to Biology (as required)

- To take responsibility for the care of plants and animals.
- To ensure the maintenance of biological specimens.
- To follow safety procedures with regards to biohazards.

Duties Specific to Chemistry (as required)

- To maintain the distillation equipment.
- To ensure the outside chemical store is correctly maintained and secured.

Duties Specific to Physics (as required)

- To ensure the correct safety regulations are followed in respect of the storage and use of radioactive materials.
- To ensure the safe storage and use of high voltage equipment.

Line manager:

Senior Science Technician

Hours of Work:

Monday, Tuesday, Wednesday and Friday, 8.45am – 3.15pm.

6 hours a day, exclusive of 30 mins unpaid lunch break.

Grade:

This post is paid at Vyners Grade 2.

Total Hours:

24 hours per week over 4 days (not including unpaid lunch breaks) for 38 weeks. 912 hours per annum

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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VYNERS SCHOOL



SCHOOL LABORATORY TECHNICIAN

Person Specification

Essential:

- Be flexible, adaptable and organised
- Be cooperative
- Show initiative
- Be able to work on their own and as part of a team
- Be able to prioritise their work effectively and work to deadlines
- Good interpersonal skills
- Be patient in dealing with students and staff
- Basic IT skills – able to word process, use email and the photocopying machine
- An awareness of the importance of safe working practices
- Have a good sense of humour

Desirable:

- Previous experience in lab work
- Previous experience working with children
- An interest in, or previous exposure to, scientific knowledge