



JOB TITLE:	Science Technician
SALARY SCALE:	Scale 4
HOURS:	Part time role: 15 hours per week, term time only.
PURPOSE:	<ul style="list-style-type: none"> • Under the overall direction of the Senior Science Technician, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff. • To follow the scheduled schemes of work in order to support the science curriculum. • To assist, if required, in the provision of technician support elsewhere within the school.
LINE MANAGEMENT:	n/a
REPORTING TO:	Senior Science Technician/Curriculum Leader – Discovery & Innovation

Overall Main Responsibilities

Operational

1. Establish and maintain good relationships with all staff, students, visitors, suppliers and contractors
2. Plan, prepare and set up specific resources / materials / equipment for lessons, under the general direction of the Senior Science Technician
3. Develop, prepare and maintain specialist resources as required
4. Contribute to planning and development of systems, policies and procedures for their technical area.
5. Demonstrate the use of equipment to technical and other staff
6. Proactively respond to the needs of the science faculty

Health & Safety

1. Maintain a healthy and safe working environment
2. Ensure the safe and secure use and storage of allocated resources / materials / equipment to prevent unauthorised access / misuse
3. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
4. Clean and undertake maintenance of equipment as needed to ensure it is safe to use and in good working order
5. Ensure the adherence to health and safety regulations by technical support staff within the school



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Practical

1. Contribute to the development of lesson and work plans.
2. Implement structured and agreed practical learning activities and demonstrations for groups or on a one-to-one basis under the direction of, the Senior Science Technician
3. Undertaking routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard
4. Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting students and staff on the practical aspects of the curriculum
5. Wash up and appropriately process and store specialist equipment

Administrative

1. Update records, including production of reports and analysis of information
2. Stock take, order and maintain resources as directed by the Senior Science Technician
3. Provide clerical and administrative support to the Faculty as required
4. Maintain and review the faculty stock of filed exam papers

Core Standards for all Eltham Hill Staff

- Support students' development
- Liaise with parents, carers and families
- Commitment and contribution to improving standards for students.
- Share the school's commitment to safeguarding and promoting the welfare of all students.
- Contribute to positive relationships and provide effective support for your colleagues
- At all times, operate within the school's Equalities policies
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Contribute to the maintenance of a caring and stimulating environment for young people
- To attend all staff meetings, relevant CDP training, Line Management and Performance Management Review in line with School Policy.
- Adhere to professional business standards of dress, courtesy and efficiency.
- To pursue 'excellence, happiness and success', in line with the ethos of the school.
- To undertake any reasonable activity as directed by the Headteacher that is not specified in this job description



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Person Specification: Science Technician

<p>Qualifications and Training</p>	<p>Essential</p> <ul style="list-style-type: none"> • Minimum of NVQ Level 2 in Literacy and Numeracy or equivalent • Willingness to undertake the necessary in-service training in order to obtain the required certification. <p>Desirable</p> <ul style="list-style-type: none"> • Health and Safety training. • Science Qualification
<p>Experience</p>	<ul style="list-style-type: none"> • Proven experience in the use of computerised systems for record-keeping and administration purposes
<p>Personal Qualities and Attributes</p>	<p>Ability to show initiative and flexibility whilst also able to follow established routines and structures.</p> <ul style="list-style-type: none"> • Ability to build good relationships with students, with teachers and other professionals. • Ability to work as part of a team. • Ability to treat students of all abilities and from all social and cultural backgrounds with respect. • Willingness to undertake relevant training. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Good communication skills. • Ability to work to deadlines. • Ability to prioritise. • Good organisational skills. • Excellent work attendance record.
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Proven level of technical ability demonstrated in the work place. • Proven level of ICT technical ability.
<p>Commitment</p>	<ul style="list-style-type: none"> • Commitment to fulfilling the school's strategic intentions and sustaining excellence. • Commitment to equal opportunities and to assist the school in raising achievement and reaching its targets. • Commitment to attend in-service and external training and to develop and update knowledge and skills as required.