



## The Bishop's Stortford High School Job Description

<b>Job Title:</b>	Science Technician
<b>Responsible to:</b>	Senior Science Technician
<b>Line Management:</b>	None
<b>Job Grade:</b>	H4
<b>Contract and Hours Of Work:</b>	Term Time only (38 Weeks) Full or Part Time (up to 37 hours)
<b>Job Purpose:</b>	Ensure efficient preparation and organisation of equipment for lessons and support teaching staff and pupils during lessons.
<b>Main Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure efficient preparation and organisation of equipment for lessons and support teaching staff and pupils during lessons.</li> <li>• Liaise with teaching staff with regard to equipment and experiments ordered</li> <li>• Provide technical advice and support in the classroom e.g. with practical experiments and resources</li> <li>• Check and manage text books, repairing as necessary</li> <li>• General maintenance of equipment. Including cleaning, calibration, testing, repair and removal from circulation of damaged or faulty equipment to ensure it is kept in good working order</li> <li>• Check safety of teaching materials and equipment including gas, electrical points and water/sinks and rectify or report</li> <li>• Collect and care for insect, animal and plant materials as necessary</li> <li>• Check and replenish equipment to maintain stocks within the Science department</li> <li>• Monitor laboratories, preparation areas and store rooms to ensure a clean, safe and orderly working environment</li> <li>• Clear laboratories at the end of the day as appropriate</li> <li>• Under the direction of Line Manager, dispose safely of laboratory waste (chemical and biological) and deal safely with spillages / breakages following regulations</li> <li>• Maintain and update safety equipment and information in prep rooms and laboratories</li> <li>• Ensure all chemicals, radioactive materials and equipment are stored and used in line with local regulations</li> <li>• Assist in putting in place requirements for practical school and public examinations</li> <li>• Assist in scribing and reading for SEN students at exam times</li> <li>• Manage Display boards around science</li> <li>• Keep up to date with Health and Safety and COSHH regulations</li> <li>• Undertake first aid training and responsibilities as required</li> <li>• Support school events such as open evenings as required</li> </ul>

## Person Specification

	ESSENTIAL	DESIRABLE
<b>a) Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a relevant discipline within a laboratory or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children / young people</li> <li>• Experience of working in a school /college or similar establishment</li> </ul>
<b>b) Qualifications</b>	<ul style="list-style-type: none"> <li>• Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English, Maths and a Science</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ or equivalent qualification in a relevant discipline</li> </ul>
<b>c) Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own</li> <li>• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals</li> <li>• Good numeracy and literacy skills</li> <li>• Ability to absorb and understand a wide range of information</li> <li>• Ability to operate a range of ICT equipment and other specialist resources</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of national curriculum</li> <li>• Working knowledge of relevant policies, procedures, regulations/legislation e.g. Health &amp; Safety and COSHH</li> <li>• Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems</li> </ul>
<b>d) Qualities</b>	<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise work and make informed decisions</li> <li>• Able to follow direction and work in collaboration with Line Manager</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Efficient and meticulous in organisation</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

### Additional Information

- All employees are expected to abide by the new regulations regard to the new data protection regulations. If in any doubt as to how these apply, please ask your line manager and refer to the TBSHS Do's and Don't's document in the prep room.
- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.