



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Science Technician Job Description

Role	Science Technician
Salary	The salary will be commensurate with the experience and qualities of the successful candidate
Contract Basis	Temporary Fixed Term Contract ending 31st August 2027
Hours of Work	21.5 hours per week, 36 weeks per year (Term Time, Inset Days and 10 additional days to be worked during the school holidays)
Job Purpose	To support the safe delivery of experiments and practical activities within science lessons in order to optimise teaching and learning.
Responsible to:	Senior Science Technician
Accountabilities	<p>1. Teaching & Learning</p> <ul style="list-style-type: none">a) Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales.b) Trial, and assist teaching staff in trialing, any experiments prior to lessons. Where relevant, assist in the mounting of displays and visual aids. Provide assistance to the teacher during lessons, particularly if any equipment malfunctions.c) Assist pupils in safely using equipment and undertaking experiments, giving demonstrations as required. Maintain protocols for standard experiments, records and readings for experiments as required.d) Provide support to relevant extra-curricular activities and whole school events. <p>2. Health and Safety</p> <ul style="list-style-type: none">a) Check that risk assessments are kept up to date and employed for all relevant experiments, reminding relevant members of staff if they are not.b) Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines.c) Ensure that all relevant hazard information accompanies an experiment and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom.

	<ul style="list-style-type: none"> d) Ensure the correct disposal of chemical and biological waste according to COSHH regulations. e) If qualified, provide emergency first aid to staff and students. f) Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages. <p>3. Management of resources</p> <ul style="list-style-type: none"> a) Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out. b) Manage, within the constraints of space, the safe, organised and tidy storage of all the above. c) Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order. d) Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence. <p>4. Training & development</p> <ul style="list-style-type: none"> a) Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job. b) Hold an up-to-date first aid qualification. <p>5. Personal Responsibilities</p> <ul style="list-style-type: none"> a) Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example. b) Actively promoting school policies and procedures. c) Responsibility for own continued professional learning and development. d) Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate. e) Attending meetings scheduled in the school calendar punctually. f) Adhering to the School's Safeguarding Policy.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students.

	<ul style="list-style-type: none"> d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Be a role model based on our values. h. Engage actively in the performance review process. i. Adhere to School policies. j. Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head, Senior Leadership Team or Line Manager.
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Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative, but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties.

PERSON SPECIFICATION

Skills Required

Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Good manipulative/manual handling skills	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential

Knowledge Base

Good, basic background knowledge of science	Essential
A detailed knowledge of a specific science discipline	Desirable
A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets	Essential
Ability to use e-mail and access information from the internet	Essential
More advanced level of ICT knowledge (such as use of dataloggers)	Desirable

Qualifications/Attainment

GCSE Maths, English and Science (or equivalent qualification) – Grade 4/5 or above	Essential
'A' level in at least one science discipline (or equivalent qualification) - Grade C or above	Desirable
A relevant science technician qualification - NVQ 2 or above	Desirable
A first aid at work qualification or willingness to obtain	Desirable

Experience

Have some laboratory experience, either academic or industrial	Essential
Handling laboratory equipment or chemicals	Desirable

Attitude/approach

Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	Desirable
Discreet and able to deal with confidential information (e.g. exam practicals)	Desirable
Willingness to contribute to extra curricular activities and school events	Desirable

Safeguarding

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential
Can demonstrate an ability to contribute towards a safe environment	Essential