



Independent Day and Boarding School
for Girls Aged 11 to 18

JOB DESCRIPTION

- Job Title:* Science Technician
- Responsible to:* Head of Science
- Works for:* Head of Science, Science Teachers and Principal
- Direct involvement with:* Head of Science, Science Teachers and pupils
- Hours:* The role is to be offered on a full-time basis from 8.00am until 4.30pm on Mondays to Fridays with one hour (unpaid) for lunch. Working 37 weeks of the year (34 weeks of term time plus 15 additional days to cover INSET and preparation days)
- Salary:* Reflective of experience
- Job Purpose:* To assist with the delivery and preparation of Science practicals from Year 7 to A-level.
- To undertake duties in support of the work of the teaching staff in the Science department and in close liaison with the other Science Technician in College.
- Main Duties:*
- The preparation of materials and equipment for Science lessons;
 - Maintaining Science laboratories and preparation rooms and their equipment, and services in good order;
 - Working closely with the other Science Technician in the department in support of the Teachers in the Science Department.
- Responsibilities:*
- 1. Preparation of Science materials and equipment, for example:**
 - Carry out risk assessments for technical activities;
 - Disposing of waste materials;
 - Collecting apparatus and chemicals (if relevant) from storage;
 - Checking individual components in and out for class use;
 - Arranging for apparatus including worksheets, books and audio-visual aids to be available in rooms for lessons;
 - Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
 - Preparation of chemicals and solutions (if relevant);
 - Liaising with staff over use of equipment and stock;
 - Advise staff of any issues, including safety aspects;
 - Returning apparatus, etc. and chemicals (if relevant) to storage as soon as practicable;
 - Repairing damage to equipment and premises or arranging for this to be done;

- Constructing apparatus and equipment;
- Purchase of sundries from local supermarkets;
- Trialling practical activities.

2. Routine maintenance of Science laboratories and preparation rooms, their equipment and services:

- Maintaining a clean and tidy laboratory in conjunction with the teacher in charge of the room;
- Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor (if relevant);
- Storing materials tidily;
- Keeping equipment clean;
- Looking after animals, insects and plants kept by the department;
- Cleaning of goggles;
- Cleaning of safety screens, fume cupboards and other items;
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc;
- Carrying out health and safety checks on the laboratories, prep rooms and stores;
- Assist with monitoring radioactive sources;
- Control security of restricted and hazardous chemicals.

3. Maintaining the stocks of Science equipment, and chemicals where relevant for example:

- Taking stock of consumables, stationery, books, breakable items and chemicals (where relevant);
- Advise Teachers in Charge on stock replacement needs and liaise with the other Science Technician on stock requirements;
- Ordering of the above;
- Checking deliveries;
- Keeping financial records in a digital spreadsheet format such as Excel.

4. Assisting the Teacher with practical activities in lessons:

- With the Teacher's guidance helping students with practical activities;
- Carrying out demonstrations in conjunction with the teacher;
- Administering minor first aid as required to both staff and students.

5. Advice on practical issues:

- Keeping up to date with the latest developments in practical Science and advising teaching staff;
- Keeping up to date with the latest health and safety legislation and guidelines and advising the teaching staff.

General:

Education is an ever-changing service and all staff are expected to participate constructively in the school's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The precise duties would be determined by the Head of Science and Deputy Head Academic.

*Person
Specification*

Essential:

Experience

- Previous Science Technician/practical science experience.
- Suitability to work with children.

Skills and Knowledge

- Good knowledge of health and safety matters in a Science laboratory setting, following CLEAPSS guidelines;
- Have good practical skills;
- Good Chemistry knowledge.
- Ability to repair and construct equipment for all three sciences.
- Experience in use, handling, storage and basic maintenance of general laboratory apparatus e.g. Bunsen burners, lab balances, etc.
- Computer literate with experience in Microsoft Office Applications such as Word and Excel;
- Ability to communicate effectively with staff and students.

Qualifications

- Educated to A level standard (or equivalent) in sciences, including chemistry and biology.

Personal attributes

- Be well organised;
- Ability to work in a team with a "can do" attitude;
- Ability to work independently and under pressure, organising and prioritising own workload;
- To show initiative in solving problems;
- Ability to be flexible/adaptable and able to respond to the needs of the Teacher and laboratory requirements;
- Be comfortable working with young people.

Desirable:

- Science-based degree.
- Experience of GCSE and A level Required Practicals;
- First Aid certification.

- Recognised Health and Safety at Work certificate.
- Experience of constructing laboratory glassware.
- Experience of setting up data-loggers.
- Experience of working in a school science department.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.