

# JOB DESCRIPTION

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| **Post Title:** | Science Technician | **Department / Service:** | Education |
| **Hours:** | 32 ½ hours, term time plus 5 days | **Level:** | G04 |
| **Location:** | Ysgol Y Creuddyn | **Job Evaluation Number:** | SL0976 |
| **Responsible to:** | Head of Department + Business Manager | **Responsible For: (Staff)** | N/A |

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| **Job Purpose:** |
| * To provide general support in science, including preparation and maintenance of resources and support to staff and pupils. * To maintain science equipment and chemical stocks. * In collaboration with the head of department, ensure Health and Safety requirements are observed in relation to use and storage of science equipment and chemicals. |

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| **Duties and Responsibilities -**  **Support for the Teacher** | |
|  | Create and maintain a purposeful, orderly and productive working environment. |
|  | Ensure timely and accurate preparation and use of specialist equipment/resources/ materials as required by staff/curriculum/lesson plans, etc. |
|  | Maintain records as requested. |
|  | Ensure that Health and Safety requirements are met through the monitoring and maintenance of chemicals, specimens and laboratory equipment and resources. |
|  | Ensure the health and safety of pupils at all times and encourage their good behaviour. |
|  | Administer routine tests and invigilate exams. |
|  | Provide clerical/administrative support relevant to science, for example typing, word processing, record keeping, photocopying, printing, collection and recording of money, etc. |
|  | Ensure that mains gas supply is switched off, safety equipment is checked, safety glasses are fit for use and that items of hazardous stock are securely stored. |
|  | Clean up and safely dispose of chemical spillages. |

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| **Duties and Responsibilities -**  **Support for the Curriculum** | |
|  | Monitor and arrange stock and supplies, cataloguing as required. |
|  | Maintain specialist equipment, check for quality/safety, undertake  repairs/modifications within own capabilities and report other damages/needs. |
|  | Demonstrate and assist Teachers in safe and effective use of specialist  equipment/materials and chemicals. |
|  | Order and maintain stock. |
|  | Research new techniques and practices in line with curriculum changes and cascade to Head of Subject. |
|  | Provide technical advice and guidance to teaching staff as required. |

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| **Duties and Responsibilities -**  **Support for the School** | |
|  | Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. |
|  | Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. |
|  | Contribute to the overall ethos/work/aims of the school. |
|  | Appreciate and support the role of other professionals. |
|  | Attend and participate in relevant meetings as required. |
|  | Participate in training and other learning activities and performance management as required. |
|  | Assist with the supervision of pupils in and out of lesson times including before and after school, lunchtimes as well as clubs, extra-curricular activities. |
|  | Act as invigilators for formal examinations. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** **Science Technician**

**Date: July 2022**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | HNC or equivalent qualification in laboratory science or equivalent experience of COSHH and CLEAPSS pertaining to the setup of practical  experiments and the monitoring and control of hazardous chemical stocks. | AF/I/V | E |  |
| Good standard of education with 5 GCSE’s or Equivalent. | AF/V | E |  |
| Experience of working with children of relevant age. | AF/I |  | D |
| Experience of working in a school environment with the ability to support in chemistry, biology and physics. | AF/I/R |  | D |
| Experience of technical/resource support. | AF/I/R | E |  |
| Ability to work under pressure to complete deliverables and adhere to deadlines. | AF/I/R | E |  |
| Excellent organisational skills including an ability to manage own workload and plan activities. | AF/I/R | E |  |
| Excellent communication skills in written and spoken English. | AF/I/R | E |  |
| Fluency in written and spoken Welsh | AF/I/V | E |  |
| Good numeracy, literacy and ICT skills | AF/V | E |  |
| Full working knowledge of relevant policies/code of practice and awareness of relevant legislation. | AF/I/R |  | D |
| Use of relevant equipment/resources. | AF/I/R |  | D |
| Relevant knowledge of first aid | AF/I/R |  | D |
| ***Supervision & Management*** | N/A |  |  |  |
| **Creativity & Innovation** | Excellent personal motivation and enthusiasm for completing assigned tasks. | AF/I/R | E |  |
| Ability to communicate complex technical issues to colleagues. | AF/I/R | E |  |
| Ability to analyse problems with equipment/apparatus & resolve them. | AF/I/R | E |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities. | AF/I/R | E |  |
| Ability to research and organise information for inclusion in documents and reports. | AF/I/R | E |  |
| **Contacts &**  **Relationships** | Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff. | I/R | E |  |
| Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your  own position within these. | I/R | E |  |
| Ability to relate well to children | I/R | E |  |
| Full understanding of the range of support services/ providers and ability to work with such agencies | AF/R |  | D |
| **Decisions / Recommendations** | Ability to make decisions independently within an agreed objective framework. | I/R | E |  |
| **Resources** | Ability to manage resources efficiently including maintaining accurate stock records and monitoring and controlling hazardous chemical stocks. | I/R | E |  |
| **Physical Demands** | Ability to carry out daily duties in and around the school environment – including setting up and moving technical equipment. | AF/R | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)