

Holy Family Catholic School & Sixth Form

Job Description: Science Technician
Responsible to: The Director of Science
Salary: SC 3/4 (pts 5 – 11) Term Time Only
Hours 8.30am to 4pm Monday to Friday (30mins lunch)

Core Roles of this position:

- To provide technical assistance to the school under the supervision of the Director of Science
- To enable effective teaching and learning to take place in science lessons
- To work across both school sites as directed.

Specific responsibilities:

- Maintain and prepare science department resources as directed by the Director of Science.
- Prepare materials for science lessons.
- Prepare (non-practical) materials for science lessons where the teacher is absent.
- Photocopy resources as required.
- Assist staff and students as directed in a prompt, professional and courteous manner.
- Maintain the accuracy of the school’s stock of science resources, and re-order as required. Provide technical advice in respect of these issues.
- Ensure compliance with laboratory safety rules.
- Attend professional training courses as required.
- Implement school policies, with particular attention being paid to Safeguarding, Equal Opportunities, Health & Safety, and professional conduct.
- Carry out any other duties commensurate with the post, as directed by the Head Teacher from time to time.

Note:

The duties specified above are not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

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Postholder’s signature

.....
Date

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Person Specification: Science Technician

Responsible to: The Director of Science

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for this post.

Those categories marked “E” will be used especially for the purpose of shortlisting.

Category	Essential	Desirable
<i>Job related knowledge/aptitude/skills</i>		
<i>Knowledge of:</i>		
Working with children		D
Best practice in safety procedures		D
Science department resources		D
<i>Aptitude:</i>		
Ability to prioritise own work	E	
To work professionally under pressure	E	
To operate flexibly within the changing needs of the school	E	
<i>Skills:</i>		
Ability to operate PC systems	E	
Good communication skills	E	
Ability to retain confidential information	E	
<i>Qualities</i>		
<i>Education</i>		
Numeracy and literacy skills sufficient to maintain laboratory safety rules and produce own correspondence.	E	
<i>Personal qualities</i>		
Commitment to the delivery of a quality service	E	
<i>Physical</i>		
Generally must meet L.B. Waltham Forest requirements for this type of post. Ability to lift and carry science equipment.	E	
<i>Equal Opportunities</i>		
Commitment to implement the Council's Equal Opportunities Policy, and awareness of these issues.	E	