



Pilton Community College

JOB DESCRIPTION

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|---------------------------------|--------------------|
| Job Title | Science Technician |
| Location | Pilton CC |
| Reporting to (job title) | Head of Science |
| Grade | D |
| Job Number | 734 |

Purpose of Job:

The main purpose of the job is to support science teachers in delivering to students a safe and engaging curriculum by maintaining and preparing practical resources in a monitored environment

Responsibilities include:

Staff/Pupil Support

1. Maintain laboratories, prep. rooms and stores in a clean, tidy, safe and secure condition.
2. Monitor equipment and condition of laboratories from lesson to lesson.
3. Clean/wash glassware between lessons as required.
4. Prepare materials and resources in good time for lessons, where due notice is given.
5. Support the teaching staff through the selection of method, materials etc. offering information and advice.
6. Photocopy work sheets and other resources in good time for lessons, where due notice is given.
7. Assist in direction of cover work and cover staff as a result of staff absence.

Equipment

1. Distribute equipment between rooms, stores etc and ensure laboratories are regularly checked and stocked with standard equipment.
2. Clean, maintain and carry out minor repairs of equipment.
3. Construct and assist in the construction of simple equipment, apparatus and teaching aids as requested by teaching staff.
4. Set up and re-locate equipment as requested.
5. Research materials/equipment from suppliers as requested by teaching staff.

6. Use equipment and carry out processes in accordance with Health and Safety requirements (e.g. B.S.4163)

Materials

1. Prepare and test reagents, stains and solutions.
2. Check “use-by” dates and ensure proper rotation of consumable materials.
3. Dispose safely of material.
4. Recover and recycle material for re-use.
5. Monitor chemicals and materials and re-order as necessary.
6. Prepare materials for ease of storage.
7. Feed, water, clean and care for livestock and plants.
8. Collect samples and specimens for use in lessons.
9. Prepare micro-biological media and cultures.
10. Store inflammable and radio-active materials securely and safely as directed.
11. Take responsibility for the preparation of materials and resources for some Key Stage 3 lessons and Biology and Chemistry at Key Stage 4.

Administration

1. Check, up-date and maintain files, indexes, etc.
2. Collect and distribute stationery for departmental use.
3. Distribute and store goods and supplies from outside suppliers.
4. Number, label, stamp and cover text books, leaflets etc.
5. Label and mark equipment, chemicals and materials.
6. Order materials, equipment, resources as required, obtaining best value and ensuring correct stock levels are maintained in line with syllabus.
7. Report to Head of Department regarding budget issues.

General

1. Display safety notices, posters, stickers etc., in consultation with appropriate staff.
2. Move equipment between rooms as requested.

This is not an exhaustive list, and may be reviewed with the postholder at any time.



Pilton Community College

PERSON SPECIFICATION

Science Technician

| Attribute | Essential | Desirable | Method of Assessment |
|------------------------|--|--|----------------------------|
| Experience | General experience within busy school environment | Experience of working in a large secondary school | Interview/ Application |
| Practical Skills | <ul style="list-style-type: none"> Set up and check equipment make sure rooms and resources meet health and safety rules Support teaching staff and students during lessons Organise and store equipment and check stock levels Order resources and manage budgets repair, maintain and modify equipment and teaching aids | | Interview/ Application |
| Communication | <ul style="list-style-type: none"> Good communication skills An ability to communicate effectively with all colleagues in an appropriate way | | Interview / Application |
| Personal Qualities | Good organisational skills | | Interview / Application |
| Strategic Thinking | Ability to consider the whole team activities and plan accordingly | | Interview / Application |
| Technology / IT Skills | <ul style="list-style-type: none"> Good IT skills Technical knowledge of visual display equipment | | Interview / Application |
| Education and Training | A-level (or equivalent) Science Or NVQ3 equivalent | <ul style="list-style-type: none"> NVQ level 3 in management PAT Qualification Technician induction training course | Application |



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|---------------------|---|--|-----------|
| | | <ul style="list-style-type: none">Degree level education | |
| Equal Opportunities | Ventrus and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties | | Interview |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | | OH |
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Job Description agreed by:

Postholder:

Name:

Signature:

Date

Line Manager:

Name:

Signature:

Date:

Line Manager's Line Manager:

Name:

Signature:

Date: