



## Job Description

Post Title:	Science Technician
Contract:	Permanent
Salary:	HMAT scale 2 points 3-4
Reporting to:	Head of Science
Work Base:	Lincoln Castle Academy
Additional Information:	

### Overall purpose of the post

To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested. Also to provide assistance to students and staff during practical lessons.

### Main Duties and Responsibilities:

- To ensure the efficient preparation and organisation of equipment for lessons as required
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur
- Assisting teaching staff in practical work when required during lessons
- The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary in the required room
- Clearing away when the apparatus is finished with and washing up
- Storing chemical stocks in an orderly and safe manner
- Maintaining apparatus in a useable state and undertaking minor repairs where feasible
- Making up standard laboratory solutions within Health and Safety guidelines
- Under guidance, becoming familiar with Health and Safety implications of all laboratory techniques and chemicals used
- Working in co-operation with teachers to ensure the smooth and safe running of all aspects of the department
- To ensure safe storage and use of laboratory equipment
- Supporting students during practical lessons
- To liaise with other departments regarding the use of additional/specialist equipment
- To ensure stock requirements are available
- To liaise with Site staff regarding any gas/fume problems that may occur
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories
- To assist in the ensuring, the safe conduct of students in the department

## General

- To undertake any training commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Healing Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

<b>Person Specification</b>		
<b>Qualifications &amp; Training</b>	<b>E</b>	<b>D</b>
Educated to Degree level (or equivalent)		✓
GCSE Grade C or equivalent in English and Maths	✓	
Background in a science related field	✓	
Evidence of continuous professional development and training	✓	
<b>Experience</b>	<b>E</b>	<b>D</b>
Experience of working in a Science Technician Role	✓	
Experience of working within an educational environment		✓
Experience in the use of computerised data systems, and demonstrable IT skills		✓
Previous and current experience of working to a similar level within a busy, Technical environment	✓	
Experience of, and commitment to, continuous improvement	✓	
<b>Knowledge and skills</b>	<b>E</b>	<b>D</b>
Experience in current and relevant Health and Safety legislation for example, COSHH or working experience of a Technician role	✓	
Excellent numeracy skills	✓	
Ability to build effective working relationships with colleagues at all levels	✓	
Effective planning with the ability to set and work to deadlines	✓	
Strong written and oral communication skills	✓	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Ability to command confidence and credibility and maintain strict confidentiality in all matters	✓	
<b>Attributes</b>	<b>E</b>	<b>D</b>
A strong commitment to the Trust values and ethos	✓	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	✓	
A flexible approach and a strong work ethic	✓	
Commercially astute, articulate, technically strong and influential negotiator	✓	
Attention to detail	✓	
High integrity with an ethically sound approach to building internal and external relationships	✓	
<p><b>Other Duties</b> - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		