

G D S T

Role	Science technician (biology) - part-time job share
Job Purpose	To support the safe delivery of experiments and practical activities within science lessons in order to optimise teaching and learning.
Accountable to:	Head of Biology
Accountabilities	<p>1. Teaching and Learning</p> <ul style="list-style-type: none"> a. Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales. b. Trial, and assist teaching staff in trialling, any experiments prior to lessons. c. Where relevant, assist in the mounting of displays and visual aids. d. Provide assistance to the teacher during lessons, particularly if any equipment malfunctions. e. Assist pupils in safely using equipment and undertaking experiments, giving demonstrations as required. f. Maintain protocols for standard experiments, records and readings for experiments as required. g. Provide support to relevant extra-curricular activities and whole school events. h. Provide support to classroom teachers when required and if time allows in printing and reprographics. <p>2. Health and Safety</p> <ul style="list-style-type: none"> a. Check that guidance to inform risk assessments is kept up to date and employed for all relevant experiments, reminding relevant members of staff if they are not. b. Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines. c. Ensure that all relevant hazard information accompanies an experiment and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom. d. Ensure the correct disposal of chemical and biological waste according to COSHH regulations.

	<ul style="list-style-type: none"> e. If qualified, provide emergency first aid to staff and students. f. Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages. <p>3. Management of resources</p> <ul style="list-style-type: none"> a. Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out. b. Manage, within the constraints of space, the safe, organised and tidy storage of all the above. c. Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order. d. Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence. e. Coordinate with physics and chemistry technicians and cover where necessary <p>4. Training and development</p> <ul style="list-style-type: none"> a. Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job. b. Hold an up-to-date first aid qualification.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.

Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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Person Specification

Skills Required

Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Good manipulative/manual handling skills	Essential

Knowledge Base

Good, basic background knowledge of science	Essential
A detailed knowledge of a specific science discipline	Desirable
A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets	Essential
Ability to use e-mail and access information from the internet	Essential
More advanced level of ICT knowledge (such as use of dataloggers)	Desirable

Qualifications/Attainment

	Level	
GCSE Maths, English and Science (or equivalent qualification)	Grade C or above	Essential
'A' level in at least one science discipline (or equivalent qualification)	Grade C or above	Desirable
A relevant science technician qualification	NVQ 2 or above	Desirable
A first aid at work qualification or willingness to obtain		Desirable

Experience

Have some laboratory experience, either academic or industrial	Essential
Handling laboratory equipment or chemicals	Desirable

Attitude/approach

Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	Desirable
Discreet and able to deal with confidential information (e.g. exam practicals)	Desirable
Willingness to contribute to extra curricular activities and school events	Desirable