



## **THE POST**

Required for 23 April 2019, science technician for 13 hours per week, term time only. The job is interesting and varied and involves supporting the science teaching staff by preparing and maintaining equipment for practical science lessons.

The successful applicant will be hard working, enthusiastic and enjoy working as a member of a highly successful team. Although ideally we are seeking an experienced colleague, training specific to the job will be provided.

**RESPONSIBLE TO:** Head of Science

## **JOB DESCRIPTION – MAIN PURPOSE**

To provide technical support to all the science teaching staff in discharging their curricular responsibilities to pupils.

## **MAIN RESPONSIBILITIES**

1. To provide timely and effective equipment and materials for practical lessons as requested by the teaching staff and clearing away at the end of the lesson.
2. To ensure proper examination and maintenance of all equipment and glassware and to prepare solutions in accordance with good laboratory practice.
3. To manage the disposal of materials using health and safety guidelines.
4. To ensure ICT equipment is in working order when required for lessons.
5. To make recommendations to HoF about the purchase of apparatus, equipment and stock and to complete purchase orders
6. To provide technical assistance to teaching staff and student teachers when required.
7. To ensure that the requisite health and safety regulations are complied with for the safety of staff and pupils, according to the Departmental Health and Safety Policy.
8. To liaise with site maintenance staff regarding repairs to laboratory fixtures and fittings.
9. To assist teaching staff and pupils from other departments with technical help from time to time as required.

10. To assist the Head of Science and KS4 and KS3 programme leaders to track and maintain stocks of textbooks, workbooks and revision guides.
11. To support the other technicians in ensuring stocks of equipment and chemicals are maintained and in ordering such items as are required.
12. To ensure timely examinations are carried out on all fume cupboards and pressure vessels.

#### **NOTE**

This job description is not necessarily a comprehensive definition of the post. The job description will be reviewed from time to time and may be subject to modification at any time after consultation with the holder of the post.

#### **RECRUITMENT INCENTIVES**

- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.

#### **APPLICATIONS**

Your letter of application should include: your motivation for the post; your skills, knowledge and experience; experience you have gained outside work through voluntary experience or leisure interests.

The College is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to DBS clearance and satisfactory references. Only applications submitted on the College's application form will be considered. If you have not heard from us within six weeks of the closing date please assume your application has been unsuccessful.

We welcome applications regardless of age, gender, ethnicity or religion.

Completed applications should be returned to Elaine Clayton at the College by 12 noon on Friday 8 February 2019.

Helena Marsh  
Executive Principal

