

**Ernest Bevin College**  
**Job Description**



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| <b>Title:</b> Science Technician   | <b>Salary Scale:</b> Scale 2, Sp4 £9,839 pro-rata<br>18 hours a week Term time only (39 weeks) |
| <b>Supported by and reporting to:</b> Head of Science & Science Technician | <b>Assisted by:</b> Science staff & Science Technician   |

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| <b>Personal and Professional Conduct</b> | <ul style="list-style-type: none"> <li>• Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality</li> </ul>   |
| <b>Strategic Planning</b>                | <ul style="list-style-type: none"> <li>• Follow the directives of the Science Technician and Head of Science to ensure the technicians' department assists in effective teaching in lessons, as well as with the running of outside of lesson extra-curricular events.</li> <li>• Attend and participate in regular Science Department meetings.</li> <li>• Report to the Line Manager incidences of staff/students health and safety concerns</li> <li>• Develop, use and recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• Keep up to date with CLEAPPS regulations and subject specific curriculum requirements.</li> <li>• Create and maintain a purposeful, orderly and productive working environment.</li> <li>• Maintain the tidiness and cleanliness of both prep room spaces and storage spaces, both within the prep rooms and laboratories in accordance with the Health and Safety Act, CLEAPPS recommendations and EU/Governmental regulations</li> </ul> |
| <b>Operational Support</b>               | <ul style="list-style-type: none"> <li>• Prepare apparatus, materials and solutions for science staff according to the requisitions compiled by science staff.</li> <li>• Deliver, retrieve and clear away apparatus to and from laboratories</li> </ul>  |

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|                                  | <ul style="list-style-type: none"> <li>• Maintenance and care of apparatus and equipment, according to Health and Safety guidelines.</li> <li>• Reporting faults in laboratories and ensuring a clean and safe environment for practical equipment.</li> <li>• Identifying equipment needs in consultation with teaching and other technician staff to enhance the quality of teaching and learning in the department.</li> <li>• Participating in the preparation and setting up of equipment, materials and apparatus for use in practical examinations/assessments.</li> <li>• Responsible for the preparation of special compounds, specimens, electrical/electronic circuits, reagents and micro-biological materials for class work as directed by the Science Technician</li> <li>• Local purchases of material requiring transport for collection may be required to meet the requisition needs of science staff.</li> <li>• Routine care of plant and animal collections at times within normal working hours</li> <li>• Disposal of waste laboratory materials as directed, in accordance with established routines</li> <li>• Any other duties as directed by the line management structures of the College that is commensurate with the grade, and promote the practical teaching of science.</li> <li>• Work with science staff to help organise and run enrichment activities such as, but not limited to, Science club, Science Week and open evening</li> </ul> |
| <b>Staff and Student Support</b> | <ul style="list-style-type: none"> <li>• Advise science staff on safety matters or potential problems with equipment.</li> <li>• Suggest practical activities relevant to the course specification to help develop students practical skills through all key stages</li> <li>• Assisting staff with class practical work and working with students to facilitate their studies.</li> <li>• Working with level 3 BTEC students as part of Unit 4 in order to understand the roles and responsibilities of a science technician (1 lesson per student)</li> <li>• To liaise with other departments and staff within school, other establishments and agencies when required</li> </ul>   |

Work Hours – 18 hours PW, Monday to Friday. In addition the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Ernest Bevin College  
Personal Specification**



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| <b>CRITERIA</b>             | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>GCSE Maths and English at grade C or above, or equivalent</li> <li>Post-16 qualifications in sciences</li> </ul>  | <ul style="list-style-type: none"> <li>Evidence of additional scientific study or progressing towards membership of a technical association or equivalent.</li> </ul>   |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>Experience in handling different laboratory equipment, including chemicals</li> <li>Ability to work with young people.</li> <li>Good knowledge and a passion for science</li> </ul>   | <ul style="list-style-type: none"> <li>Previous experience as a science technician within a school / FE college</li> </ul>  |
| <b>KNOWLEDGE AND SKILLS</b> | <ul style="list-style-type: none"> <li>A good working knowledge of laboratory equipment and apparatus used in science, and a willingness to further own knowledge in areas of limited knowledge.</li> <li>Knowledge of Health and Safety procedures and CLEAPPS regulations, and how to ensure they are adhered to.</li> <li>Able to contribute effectively to ensure the technical success of department and faculty.</li> <li>Good literacy, ICT and numeracy skills.</li> <li>Good organisational skills.</li> <li>Willingness to support a range of educational activities.</li> <li>Willingness to develop technical knowledge and expertise in assisting the teaching of specific scientific subject areas through practical resources.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of GCSE, BTEC and A level practical requirements</li> <li>Knowledge and appreciation of the technical needs of delivering teaching and learning in at least one science subject area.</li> </ul> |
|                             | <ul style="list-style-type: none"> <li>Loyalty to the Principal, students, parents and staff of the college</li> </ul>   |   |

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| <p><b>PERSONAL QUALITIES AND CHARACTERISTICS</b></p> | <ul style="list-style-type: none"> <li>• Ability to maintain good working relationships with all members of the college Community and play appropriate roles within a team</li> <li>• Energy, enthusiasm, and stamina</li> <li>• Flexibility and determination</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies</li> <li>• Ability to stay calm when dealing with potentially difficult situations.</li> <li>• Commitment to the promotion of equal opportunity</li> <li>• Awareness of responsibility towards the safeguarding of students</li> </ul>   |  |
| <p><b>SPECIFIC TO THE POST</b></p>                   | <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Liaise with all science staff to ensure requisitions are dealt with in an efficient and timely manner.</li> <li>• Work in a team and prioritise and organise own workload in order to meet the diverse and immediate needs of the working day.</li> <li>• Work with Science Technicians, following directives and reporting issues to assist in the effective running of the technician department.</li> <li>• Use own initiative</li> <li>• Communicate with people within both the school and external organisations / companies</li> <li>• Maintain stock of equipment, apparatus and stationery</li> <li>• Clean / store / dispose of equipment and apparatus in line with Health and Safety guidelines and school policies.</li> <li>• A commitment to abide by and promote the College's Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies</li> <li>• The post-holder will require an enhanced DBS check</li> </ul> | <ul style="list-style-type: none"> <li>• Be able to work under pressure.</li> <li>• Be able to advise teaching staff on practical techniques to use in the classroom.</li> </ul> |