

## Science Technician

The Science Technician plays an essential role in fostering a dynamic and inspiring learning environment within the Science department. This position is vital for ensuring the seamless operation of practical lessons, maintaining a safe and organised laboratory setting, and providing crucial support to teaching staff. You will be a proactive and indispensable presence, contributing significantly to an engaging and effective learning experience for all pupils as they explore scientific concepts through hands-on experimentation.

### Core Purpose

The core purpose of the Science Technician is to provide comprehensive technical support to teaching staff within the Science department, fostering a secure, organised, and positive atmosphere for practical learning. This involves meticulously preparing equipment and chemicals for lessons, ensuring the efficient maintenance of laboratory apparatus, and actively upholding rigorous health and safety standards. By maintaining an optimal learning environment and offering crucial support and guidance, the Science Technician contributes directly to the safety, well-being, and positive experience of every student, enabling them to engage fully with the curriculum and develop their scientific understanding effectively.

### Key Areas of Responsibility

#### 1. Technical Support and Preparation

- Prepare equipment and chemicals thoroughly before lessons, ensuring all materials are readily available and in optimal condition.
- Maintain a comprehensive bank of resources and supply these efficiently when required.
- Liaise effectively with teaching staff to discuss equipment requirements and anticipate needs.
- Run trials of experiments and expertly demonstrate techniques for experiments to staff when needed, ensuring smooth and safe execution in lessons.
- Support the work of teachers in class and laboratory sessions if requested, providing hands-on assistance.
- Provide valuable technical advice to staff, drawing upon a strong understanding of scientific principles and practical applications.

#### 2. Safety, Maintenance, and Environment

- Maintain and repair equipment and laboratory apparatus to ensure their longevity and safe operation.

- Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored, adhering to all safety protocols.
- Help maintain an accurate and up-to-date list of equipment and resources for efficient inventory management.
- Ensure that all health and safety procedures are thoroughly understood and correctly followed within the laboratories, promoting a culture of safety.
- Safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.

### **3. General Duties and Professional Practice**

- Carry out any other appropriate task set by the Director of Learning, demonstrating flexibility and a willingness to support the wider team.
- Take responsibility for personal and professional development, actively seeking opportunities for growth.
- Take part, as appropriate, in the Academy's professional development programme.
- Engage actively in the Performance Management Review process, reflecting on and improving performance.
- Evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.
- Support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Provide a positive role model through their personal and professional conduct.
- Work as a member of designated teams and contribute positively to effective working relations within the Academy.
- Be proficient in the application of literacy, numeracy, and ICT to support daily tasks and record-keeping.
- Contribute to the effective running of the Academy during the school day.
- Adhere to and promote Academy policies on equal opportunities and race equality.
- Comply with Academy policies and procedures with regard to conduct and dress.
- Play a full part in the life of the Academy community, to support its distinctive mission and ethos, and to encourage and ensure staff and students follow this example.
- Promote actively the Academy's corporate policies.



# Person Specification – Science Technician

This section outlines the essential and desirable attributes for the Science Technician role:

## Qualifications and Training

### Essential:

- Educated to GCSE level standard or equivalent (English and Maths A\*-C grade or equivalent).

### Desirable:

- Certified First Aid Trained (training will be provided if not already held).
- Relevant scientific qualification or laboratory experience.
- Training in COSHH (Control of Substances Hazardous to Health) regulations.

## Knowledge and Understanding

### Essential:

- Fundamental understanding of safeguarding principles and their application in an educational setting.
- Clear understanding of duty of care responsibilities towards children and young people.
- Knowledge of health and safety procedures and regulations pertaining to science laboratories and chemical handling.
- Basic understanding of scientific principles across various disciplines (Biology, Chemistry, Physics).

### Desirable:

- Knowledge of common scientific experiments and their requirements at secondary school level.
- Awareness of best practices for chemical storage and disposal.
- Understanding of routine maintenance procedures for laboratory equipment.

## Experience

### Essential:

- Experience of maintaining order and promoting safe practices in a practical setting.
- Experience in a role requiring responsibility and reliability.

### Desirable:

- Experience working in a science laboratory or similar technical environment.
- Experience supporting teaching staff or working with young people in an educational setting.
- Experience with the preparation and handling of chemicals.
- Experience troubleshooting minor equipment issues.

## Skills and Abilities

### Essential:

- Good communication skills, enabling clear and effective interaction with students and staff.
- Ability to work constructively and collaboratively as part of a team.
- Strong organisational skills, with the ability to manage resources and prioritise tasks effectively.
- Capacity to follow instructions and implement academy policies consistently.
- Ability to maintain vigilance and attention to detail in a busy laboratory environment.
- Proficient in the application of literacy, numeracy, and ICT.

### Desirable:

- Ability to conduct basic repairs and maintenance on laboratory equipment.
- Ability to demonstrate scientific techniques clearly and safely.
- A methodical and precise approach to practical tasks.
- Ability to anticipate and prepare for lesson requirements proactively.

## Personal Qualities

The Science Technician will be a **meticulous and highly organised individual** with a **keen interest in science education**. They will possess a **natural aptitude for practical tasks** and a strong commitment to maintaining a **safe and efficient laboratory environment**. This role requires someone who is not only **dependable and responsible** but also **possesses a calm and methodical approach** to managing scientific equipment and chemical resources. An **effective communicator**, they will be able to clearly convey technical information and **offer valuable assistance** to both students and staff. Crucially, they will be a **dedicated team player**, committed to fostering an **engaging and effective learning experience** where students can confidently explore and develop their scientific understanding.



## Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.