



WISBECH

GRAMMAR SCHOOL

Principle Role

Job Title:	Science Technician
Location:	Wisbech Grammar School
Reporting to:	Senior Science Technician
Direct Reports:	N/a
Safeguarding:	Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	This is a term time plus 3 weeks contract – The working of the three additional weeks will be agreed in liaison with your line manager. You will be required to support Science workshop days and School Open Events which may be held at weekends. Working hours are 37.5 per week. Specific working hours to be agreed with you (and are likely to fall between 7.30am and 5.30pm each day). You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School.
Holidays:	Holidays are to be taken during the school holidays. The additional days to be worked will be agreed with your line manager.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Pension/Benefits:	Wisbech Grammar School provides a Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discounts for your dependent children.

The School's Science Department is supported by two Science Technicians ensuring the smooth and safe running of seven laboratories, an electronics room and three preparation areas.

This role is responsible for the supporting of the teaching of practical lessons of all individual sciences (Biology, Chemistry and Physics) together with the combined science courses taught lower down the school.

Main duties and responsibilities:

- Liaising with the Head of Science and teaching staff about requirements for practical or demonstration lessons.
- Liaising with the other technicians with regards to the sharing and borrowing of resources.
- Ensure Health & Safety legislation is adhered to, that operating procedures are monitored to ensure best practice and that personal protective equipment is used where appropriate.
- Assist with maintaining safety and security arrangements in line with the School and Science Department Policy.
- Provide day to day support to teachers in the preparation and delivery of practical science lessons.
- Co-ordinate the resources, making sure there are enough resources available and these are in good working condition for lessons.
- Liaise with Teachers to assist and support all preparations ahead of exams and practical exams and ensure all resources are available.
- Preparation of materials, apparatus, specimens and standard solutions as required for demonstrations and practical class work.
- Assist in the preparation for Science enrichment days.
- Undertake weekly, termly and annual checks on apparatus and stores as required by the relevant department policies
- Deliver, set out and clear away equipment and resources used in demonstrations / practical class work.
- Assist teachers with practical demonstrations during lessons as required.
- Support cover teachers with lesson as needed.
- Be available to assist pupils in extra-curricular science enrichment activities.
- Cleaning, maintaining and carrying out necessary repairs, construction and/or modification to equipment.
- Take care of the department's animals, plants and greenhouse during term time.
- Check and maintain the department inventory on an annual basis. Order materials, equipment and resources as required.
- Be responsible for the chemical store and stock taking and inventory checking of all resources as needed for Chemistry.
- Duplication and photocopying of worksheets and other materials as required.
- Oversee the good housekeeping and safety of the prep rooms.
- Prepare the equipment for extra-curricular activities as required.
- In the event of teacher absence, assist the Head of Science in arranging and administering cover work.
- Monitoring, controlling and keeping financial records of the departmental expenditure.
- Cover the work of other technicians during absences and assist colleagues as needed.
- Co-ordinate the Science Department Health & Safety documents



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- Other duties as may be assigned by the Head of Science.
- Be available for the Open days as required (Saturday).



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Essential Qualities

- Excellent interpersonal and communication skills,
- Proven experience of working in a team environment.
- Commitment to the priorities and values of the School
- An ability to work flexibly and react to the demands of the pace of school life
- The ability to work with staff at all levels

Desirable Skills

- The ability to manage a busy workload and achieve deadlines
- Have the ability to use your initiative and work as an individual
- Be self-motivating

Data Protection

In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

General:

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Knowledge	<p>Knowledge of safe working practices i.e. handling and usage of hazardous equipment and tools.</p>	<p>Knowledge of Health & Safety legislation as it relates to the work of a school.</p> <p>Some knowledge of national curriculum requirements.</p> <p>Knowledge of COSHH regulations to the safe handling and storage of chemicals.</p> <p>Identifying and understanding the use of science equipment.</p>
Skills & abilities	<p>Ability to carry out risk assessments in relation to laboratory work.</p> <p>Ability to use and maintain a range of tools and equipment.</p> <p>Ability to prepare equipment and materials for lessons,</p> <p>Ability to work in an organised and methodical manner.</p> <p>Ability to prioritise your own work load and work effectively as part of a team when required with a flexible manner.</p> <p>Ability to maintain accurate records and inventories.</p>	
Experience	Experience in a similar role.	
Qualifications	Educated to GCSE standard or equivalent including English, Mathematics and a Science subject.	NVQ Level 2 in Laboratory Technical Skills, Associated Technical activities or equivalent. First Aid qualification
Equality	Understanding of, acceptance and commitment to the principles underlying equal opportunities.	
Customer Care	Knowledge and understanding of customer care and commitment to this throughout the School.	