

Bishop Ramsey CE School Science Technician (Chemistry) Job Description



Job Title	Science Technician (Chemistry)
Grade	Scale 4
Immediate Supervisor	Senior Science Technician
Contacts	Internal All teaching and support staff, students External Governors, LA Advisory Staff, Suppliers

Main Purpose of the Post

To assist the teaching staff in the preparation and setting up of equipment and materials for use in the teaching of Science.

KEY TASKS

- To prepare and set up laboratory equipment, chemicals and other materials in one main science area at 'A' Level (currently Chemistry) and in all Science areas for Years 7 – 11.
- Ensuring all equipment, materials and solutions are prepared for practicals including checking/issuing equipment.
- Assisting in practical classes and carrying out demonstrations, as required.
- Responding to actual or potential hazards.
- Assisting teachers and students with data logging equipment.
- Supporting Sixth Form students with the A level Chemistry required practicals in the lab.
- Advance preparation for practicals across all Sciences.
- Ensuring equipment and materials are easily accessible.
- Assembling apparatus and preparing resources.

- Calibrating specific apparatus as and when needed.
- To construct minor pieces of equipment requiring simple skills eg. bending angled glass tubing, soldering.
- Producing specific or changing existing apparatus for practical use.
- Clearing away equipment, materials, solutions after lessons, clean laboratory apparatus and benches, ensuring the safe disposal of waste materials following guidance from CLEAPSS and/or under supervision of Senior Science Technician.
- Where necessary, supporting technicians and SCITT's.
- Offering technical advice to teachers, technicians and students.
- Trialling all practicals in KS3, KS4 & KS5 (PAGs and any additional practicals, as requested by members of the department), especially in Chemistry.
- Ensuring the maintenance of practical Chemistry resources.
- Placing orders on a list and notifying Senior Science Technician.
- Be proactively aware of updates from exam boards and CLEAPSS, especially with regards to current best practice.
- Working with the Head of Chemistry to formulate new risk assessments and ensure existing risk assessments are up to date.
- Ensuring the Chemistry technician service operates within departmental, school and statutory health and safety requirements.
- All laboratory should be maintained and facilities told of any issues that need their attention.
- Storing chemicals according to COSHH regulations.
- Keeping all stock lists updated and carrying out stock checks, including apparatus, chemicals and materials.
- Ensure all work is carried out with a view to reducing waste and protecting the environment.
- To care for the plants.
- To undertake simple repairs to minor apparatus and to report more complicated repairs to the Senior technician so that arrangements can be made for outside contractors to carry out the repairs.
- In an emergency, to supervise students in a laboratory when not under the control of the class teacher.
- Other appropriate technical tasks as requested by the Head of department, Head of Chemistry and/or Senior Science Technician.

PERSON SPECIFICATION				
CRITERIA	Essential / Desirable		Assessed by application / interview process	
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QUALIFICATIONS AND REQUIREMENTS				
Good standard of general education, including GCSEs in English, Mathematics and Science – minimum Grade C.	√		√	
EXPERIENCE				
Successful experience of working within a scientific environment is essential, ideally within secondary education.	√		√	√
KNOWLEDGE AND SKILLS				
Knowledge of the working of a large comprehensive school.		√	√	√
Knowledge of COSHH regulations		√		√
First Aid Certificate or willingness to obtain a certificate.		√		√
A good working knowledge of ICT to carry out the key tasks described.	√		√	√
To be able to prepare apparatus, chemicals etc., up to 'A' level. Training will be given to the right candidate.		√		√
An awareness of the importance of keeping a safe working environment.	√			√
The ability to prioritise and meet deadlines and work on your own initiative.	√			√
An ability to manage and organise resources.	√			√
PERSONAL QUALITIES				
To have the ability to communicate with and to get on well with work colleagues and with students.	√			√
To have good interpersonal skills.	√			√
To have the ability and enthusiasm to work in a busy school environment.	√			√
To have the administrative skills to support work of the department.	√			√
To be able to work unsupervised	√			√
To have a willingness to contribute to the life of the school	√			
To have an interest in your own personal development,	√			
To be flexible in your approach to your duties	√			√
To have good time management skills				
SPECIAL REQUIREMENTS				
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√		√	√

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.