

PELE TRUST
JOB DESCRIPTION

Post Title: Science Technician		Director/Service/Sector: Schools		
Band: 3		Workplace: Ponteland High School		
Responsible to: Head of Science, Senior Science Technician		Date: 2023	Lead & Man Induction:	
Job Purpose: To assist in managing the equipment and resources of the science curriculum area and to assist with the preparation and delivery of lessons.				
Resources	Staff	None		
	Finance	None		
	Physical	Shared responsibility for the careful use of equipment and resources.		
	Clients	Internal		
Duties and key result areas: To assist in managing the equipment and resources of the science curriculum area and to assist with the preparation and delivery of science lessons. Duties include, but are not restricted to:- 1. Preparing equipment and resources for lessons as requested by teaching staff and students. 2. Organising the storage of equipment and materials, taking into account Health and Safety requirements. 3. Monitoring stock levels and advising the Senior Science Technician when new stock needs to be ordered. 4. Tidying and cleaning specific laboratory and preparation areas. 5. Carrying out safety checks and basic maintenance in laboratories. 6. Maintaining equipment and carrying out repairs. 7. Assisting with the testing of equipment. 8. Advising teaching staff, other technicians and students on operational and safety procedures for experiments and equipment with which you are familiar. 9. Supporting the work of teachers in lessons, including carrying out demonstrations. 10. Assisting teachers with the production of displays. 11. Attending training courses and sessions as required. 12. Supervising school examinations as required. 13. Responsibility for the safe storage, handling and disposal of all chemicals. 14. Assisting as required in practical lessons. 15. Maintaining a booking system for equipment and apparatus. 16. Offer full technical support across the various science disciplines. 17. Contribute to and support the goals and mission of the school. 18. To have knowledge of Microsoft products and be able to update the department's database. 19. Any other duties consistent with the nature, level and grade of the post as directed by the Headteacher.				
Work Arrangements				
Physical requirements		An active role involving walking, stretching and lifting		
Transport requirements:		None		
Working patterns:		Determined by contract of employment.		
Working Conditions		Usually indoors		

Ponteland High School
PERSON SPECIFICATION

Post Title: Science Technician	Director/Service/Sector: Schools	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
Educated to level 2 (5 x GCSE A*-C or equivalent)	A Level Science accreditation or higher (C&G Lab Tech, BTEC Science etc.). Experience of lab tech work Working as a member team member and alone	
Experience		
Knowledge requirements for practical science work in labs Know how to construct and/or repair simple scientific apparatus	Experience of working inside a secondary school	
Skills and competencies		
Ability to take responsibility for your own schedule Ability to be flexible, work as part of a team of technicians and cover other technician's jobs. Ability to work inside a school alongside young people and adults.	Good ICT skills such as word processing, databases and spreadsheets.	
Physical, mental, emotional and environmental demands		
To work under pressure of time and be systematic and organised. Be positive about school aims and contribute to a successful learning culture.	Be optimistic and have good humour.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits