

Magdalen College Academy

*We are committed to the protection and safety of our students
and expect all staff to share this commitment*

JOB DESCRIPTION

Salary Grade F

Post Title	Science Technician
Jobholder	
Reporting to	Senior Science Technician
Specific responsibilities of the post	Facilities • Under the overall control of the senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside of the faculty. • To ensure the maintenance of a healthy and safe working environment through: ○ Actively contributing to the assessment, monitoring and review of both health & safety procedures and health & safety information resources. ○ Keeping up to date with current procedures and practices through continual professional development. ○ The provision of technical advice and support on health & safety issues to teaching and junior technical staff. ○ The safe disposal of used materials including hazardous substances and responding to actual or potential hazards. ○ The safe storage and accessibility of equipment and materials • To assist the senior technician with the day to day organisation and development of less experienced staff to ensure that essential performance standards are achieved. • To contribute to the design, development and maintenance of specialist resources and/or long-term projects. • To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments as and when required. This will include sourcing, costing and suggesting economic alternatives so that stock levels are maintained and to ensure stock records are kept up to date at all times. • Under the (overall) guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, calibration, fault finding and rectifying of equipment is carried out to the required standard. Additional Duties • Preparations of resources, assembling apparatus. • Obtaining materials by local purchase. • Giving technical advice to teachers, technicians and students. • Carrying out risk assessments for technician activities. • Assisting in practical classes, carrying out demonstrations. • Keeping up to date with health & safety requirements. • Giving health & safety advice to technical staff, teachers and students. • Disposal of waste materials. • Keeping up to date with developments in practical science. • Checking fume cupboards, pressure vessels, first aid kits, carrying out electrical safety checks. • Organising and storing chemicals and equipment. • Organising and supervising trainee technicians as required. • Constructing and modifying apparatus.

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	• Setting up and caring for plant and animal collections. • Checking stock, ordering where required. • Keeping stock records. • Maintaining resources • Collecting, checking and returning equipment to stores. • General laboratory cleaning of bench surfaces and fixed equipment. • General maintenance and repair of equipment.
Responsibilities as a member of staff	• To ensure that the safety and welfare of all students is given priority at all times • To support the ethos of the school at all times and demonstrate high staff standards of personal and professional conduct whilst at work and otherwise • To ensure an appropriate individual response to whole school priorities • To engage actively in the Performance Management Review Process • To implement all school policies • To attend all meetings as directed • To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this appropriately.
Personal Qualities the postholder is expected to be	• Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School • Committed to ensuring the safety and welfare of all students at all times • Committed to team work within all aspects of the school • Proactive in terms of furthering their knowledge and skills • Punctual for all commitments • Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.	

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Personal Specification – Science Technician

Area	Essential	Desirable
GCSE Grade C or equivalent in English and Maths	√	
GCSE level 1 or equivalent in Science	√	
GCSE level 2 or equivalent in Science		√
Interest in science	√	
Working in a relevant technical/scientific role		
Health & Safety procedures, including risk assessments		√
COSHH regulations		√
CLEPSS science requirements		√
Working knowledge of laboratory preparation techniques and procedures		√
Practical activities that demonstrate key scientific concepts and engage students		√
Fault finding and repair of equipment		√
Stock control and ordering procedures		√
Microsoft Office, outlook, word and excel	√	
Experience of manual handling and ability to safely lift heavy loads e.g moving furniture, lifting equipment		√
Experience of adhering to health and safety legislation, policies and procedures		√
Experience of working in a school, local authority, public sector or similar environment		√
Good organisational skills and ability to work unsupervised, complete tasks competently and to deadlines	√	
Ability to work safely	√	
Able to work under own initiative	√	
Demonstrate working effectively as part of a team, maintaining good relations with colleagues and others	√	
Flexible attitude to duties and working hours when necessary in order to fulfil the requirements of the role and the needs of the school	√	
Ability to stay calm under pressure	√	
Personable and approachable with good interpersonal and communication skills	√	
Reliable	√	
Demonstrate a positive attitude to the work and support the ethos of the school	√	
Demonstrate an understanding and commitment of the school's ethos and required code of conduct and behaviour	√	
Willingness to learn new skills and be able to undertake training and development where required	√	