

HAMPTON COLLEGE: JOB DESCRIPTION

POST TITLE: Science Technician

GRADE: Grade 4

RESPONSIBLE TO: Senior Science Technician

PURPOSE OF THE JOB:

- To support the teaching staff to ensure the smooth running of the Science Department.

MAIN RESPONSIBILITIES

1. Support for the Science Department

- Ensure an efficient service is provided for the Science Department according to needs and priorities determined by the Director of Science.
- Ensure the proper maintenance of all equipment and upkeep of laboratories in accordance with good laboratory practice in order to support delivery of the curriculum.
- Preparation of materials and apparatus for use by students for practical lessons, throughout the department.
- Ensure that adequate stock levels of materials and equipment are maintained, purchasing small items 'as required' following the school's laid down Petty Cash procedures.
- Assist with the preparation of teaching resources.
- Ensure that ICT and audio-visual equipment is available for lessons, as required throughout the department.
- Ensure that laboratories are cleared after use and all equipment is cleaned as necessary and put away.
- To be an active member of the Science Department, keeping up to date with developments.

2. Support for the school

- Develop and maintain effective working relationships with staff and students.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.

3. Ensure that the requisite Health & Safety regulations, Codes of Practice, and School Policies are complied with for the safety of staff and students.

4. Undertake any other duties consistent with the post as directed by the Senior Science Technician / Director of Science.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

HAMPTON COLLEGE: Person Specification

Criteria	Essential	Desirable
Educational Qualifications	➤ Good educational background with minimum GCSE (or equivalent) in Science and Maths	➤ Educated to degree level ➤ A-Levels in science related subjects ➤ Specialism in Physics
Experience	➤ Experience of working in a similar role or within a science environment ➤ Understanding of Health & Safety requirements	➤ Experience of working in a school or college ➤ Experience of working with young people
Skills/Abilities	➤ Ability to communicate with people at all levels ➤ Good interpersonal skills ➤ Good ICT skills ➤ Ability to multi-task ➤ Ability to work in a methodical and well organised way ➤ Ability to prioritise workload and keep to deadlines ➤ Ability to work on own initiative and as part of a team ➤ Ability to adapt to change ➤ Ability to learn quickly ➤ Ability to work under pressure ➤ Willingness to learn new skills	
Knowledge and Understanding	➤ Appreciation of absolute confidentiality of information received in school ➤ Ability to problem solve	
Other Requirements	➤ Confident working with adults and young people ➤ Flexibility and a willingness to change/work additional hours when required to meet the requirements of the school ➤ Willingness to undertake training, as required ➤ Willingness to take a full and active role in school life	
Safeguarding Competencies	➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children	