



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## JOB DESCRIPTION

### Science Technician

**Location:** Cannock Chase High School, Hednesford Road, Cannock WS11 1JT  
**Line Manager:** Director of Science Learning Community  
**Job Grade:** Grade 4  
**Hours of Work:** 28 hours per week; 39.2 weeks per year;

#### Statement of Purpose

To work under the direction and instruction of senior staff to provide general technical support to the science department.

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away Equipment.
- Assistance to teaching staff with demonstration lessons and practicals where directed.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.
- Set up and try out experiments before lessons, assessments and examinations to ensure that they work.

#### Main Duties & Responsibilities

##### Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Assist in the annual audit of stock.
- Assist in ordering, receiving and accounting for new stock and equipment.

##### Resources

- Assist with the development of resources.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.
- Assist in coordination of work requests to facilitate support by advising staff of clashes of equipment, rota situation or lab changes for fume cupboards etc.

##### Health, Safety and Security

- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- To be trained in the handling of radiation sources.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.

- To be responsible for the safe storage of chemicals and apparatus in accordance with Staffordshire County Council Safety procedures.
- Actively contribute to the assessment, monitoring and review of both Health and Safety procedures and information resources.
- Carry out risk assessments for technical activities.
- Provide technical advice and support on Health and Safety issues to technical and teaching staff.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- Be prepared to undertake First Aid qualification and contribute to the First Aid responsibilities in the department.
- Be prepared to support exam practices and arrangements where necessary.

**Whole School Responsibilities**

- Promote and safeguard the welfare of children and young people you are responsible for and/or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to values and ethos of the school.
- Appreciate and support the role of other professionals valuing differences of opinion and approach.
- To establish constructive relationships and communicate with other agencies/professionals in a positive manner.
- Attend and make positive contributions in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To assist with students' needs as appropriate, during the school day.
- Any other duties which are required and commensurate with the post.

Please note, start and finish times may require some flexibility if classes require technician support during after school activities.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.



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## PERSON SPECIFICATION

### Science Technician

Factors	Essential or desirable	Measured by
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Supporting children's learning in a school.</li> <li>Experience of working with young people in a school setting.</li> <li>Experience in a related discipline.</li> <li>Experience of technical support in a relevant area.</li> </ul>	Desirable Desirable Essential Desirable	AF/ I AF/ I AF/ I AF/ I
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Good numeracy/literacy skills.</li> <li>First aid training as appropriate or willingness to undertake.</li> <li>Relevant qualifications/training in laboratory and associated technical activities.</li> <li>NVQ3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&amp;G Advanced Science Technician, or prepared to work towards one of these qualifications or equivalent.</li> </ul>	Essential Desirable Desirable	AF/ I Certificates
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Good standard of practical knowledge.</li> <li>Good understanding and ability to use relevant equipment/ technology.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to relate well to children and to adults.</li> <li>Good organising, planning and prioritising skills.</li> <li>Methodical with a good attention to detail.</li> <li>A strong understanding and awareness of safeguarding procedures, in relation to keeping children safe both inside and outside of school.</li> <li>Use of other equipment/technology.</li> <li>Laboratory technical knowledge and health &amp; safety</li> </ul>	Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable	AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Student focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I

**Note:**

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.