

SCIENCE TECHNICIAN

The Macclesfield Academy, Park Lane, Macclesfield

Grade 5

SCP7 – SCP11

Job Description & Person Specification

Job Description

Reporting to

Head of Science

Purpose of the role

To undertake duties in support of the work of the teaching staff in the science department.

Main duties and Responsibilities

1. The preparation of materials and equipment for lessons.
2. Maintaining rooms and ensuring the equipment and services are in good order.
3. Ensuring that all health and safety requirements are met.
4. To administer first aid when required.
5. General duties in teaching support.

The precise duties would be determined by the Headteacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below:

1. To maintain equipment across the subject teams in accordance with health and safety requirements and undertake relevant health and safety training as required.
2. Carry out weekly health and safety checks and report any concerns directly to the Subject Leaders.
3. Assist the Subject Leaders in the production of Risk and COSSH assessments.
4. To maintain and carry out weekly maintenance of equipment.

5. To maintain and monitor stock control.
6. To assist Subject Leaders in the ordering of materials and equipment.
7. To carry out weekly material and equipment checks including portable appliance testing.
8. To assist staff in the production, preparing and updating of displays within the school.
9. To be proficient in the use of the range of equipment and provide technical support to staff and students during lesson time.
10. Arranging purchase orders and checking invoices and deliveries.

Other

1. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders.
3. Adhere to the Academy's policies on code of conduct, Safeguarding, H&S and Data Privacy.
4. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSE English, Maths and Science at A*-C		✓
A Level or equivalent in Physics, Chemistry or Biology	✓	
Experience		
Experience of working in a school or industry laboratory setting		✓
Knowledge of the use of PC software such as Word, Excel and email		✓
Experience of working with students	✓	
Knowledge & Skills		
Ability to work effectively within a team environment		✓
Able to follow processes, systems and routines in a methodical manner, showing good attention to detail		✓
Ability to adapt calmly to ever-changing demands of the job		✓
Knowledge of laboratory health and safety procedures		✓
Understanding of safe handling, storage, and disposal of chemicals		✓
Awareness of COSHH regulations (Control of Substances Hazardous to Health)		✓
Attributes		
Committed to deliver exceptional standards in all areas		✓
Careful and precise when preparing chemicals and equipment		✓
Ensure experiments are set up accurately and safely		✓
Punctual and dependable in preparing materials before lessons		✓
Can be trusted to manage equipment and chemicals responsibly		✓
Able to work independently		✓
Works well with teachers and other technicians		✓
Personal Qualities		
Reliable, dependable and able to complete tasks on time		✓
Organised with attention to detail		✓
Positive attitude and willing to help and support the science department		✓
Team player		✓
Trustworthy		✓
Approachable		✓