



Wimbledon College

Post: **Science Technician**

Hours: 35 hours per week, 40 weeks (Term time + 10 days)

Line Manager: Senior Science Technician/Head of Science

Scale: **Scale 4 NJC Range 7-10**

Times 8.30am – 4.00pm with ½ hr for lunch

Days Monday to Friday (i.e. 7hrs per day)

A: **Main purpose of post**

To ensure effective provision of materials, equipment and other resources in Science lessons, in order to facilitate the provision of high-quality educational experiences to students, thereby reflecting the policies, aims and values of Wimbledon College

B: **Job Description**

1. The Science technician is responsible for the provision of effective technical support and effective communication within the Science area:

- 1.1 The safe and correct preparation of materials as specified by the teaching staff and/or the Senior Science technician. Communicating with designated teachers, in particular to inform them in good time of any problems with preps (e.g. duplicate requests).
- 1.2 To deliver equipment to, and remove from, laboratories or other teaching rooms

2. Accountable for the provision of materials and equipment with the Science are:.

- 2.1. To ensure that equipment and materials are in good order after use, reporting any problems to the Head of Science ensuring the safe and correct storage of all tools, equipment and materials
- 2.2. To repair any breakages, or where it is not immediately possible, to report such breakages.
- 2.3. routine cleaning, maintenance and repair of equipment
- 2.4. Specialist cleaning and supervision of science labs, preparation areas and store rooms

- 2.5. Supporting the Senior Science technician in maintaining an accurate inventory of department equipment
- 2.6 Maintaining an accurate inventory of Science equipment in all labs and science related rooms as directed by the Senior Science technician
- 2.7 Supporting the Senior Science technician in departmental stock re-ordering, utilising appropriate computer programs
- 2.8 Receiving and checking stock deliveries as directed by the Senior Science technician
- 2.9 Carrying out any other tasks as may be reasonably requested.

3. Accountable for the provision of safe working conditions:

- 3.1 To ensure a safe working environment in the prep rooms.
- 3.2 To take account of Health and Safety procedures when preparing and delivering preps and to carry out risk assessments where appropriate.
- 3.3. To refer to Safety Data Sheets, CLEAPSS information (Bulletins and Handbook) and to the HAZCARDS as necessary, drawing any safety issues to the attention of teaching staff. monitoring and maintaining all safety equipment in Science areas

4 Supporting the School

- 5.1 To participate in relevant in-service training and actively seek other learning activities
- 4.2 To attend and participate in meetings as required.
- 4.3 To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- 4.4 To comply with school policies and procedures. Including safeguarding, health, safety and data security. Reporting any concerns to an appropriate person.
- 4.5 To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
- 4.6 To undertake other appropriate tasks as directed by line managers or the Head Master.

The post holder will be expected to work extended days in busy seasons with time off in lieu. Attendance at evening meetings and events may be required.

Person Specifications

- a) Some experience or qualification from a science-based environment would be an advantage (e.g. GCSE, A Level or Degree) but is not essential.
- b) The ability to use technical equipment with accuracy including the ability to maintain and calibrate technical equipment, associated with technical support;
- c) Experience within an educational setting would be an advantage but is not essential.
- d) An ability to prioritise your workload and remain calm and efficient under pressure. Work under instruction;
- e) Have a knowledge of health & safety issues;
- f) Able to use own initiative;
- g) Supportive of change;
- h) Ability to work to deadlines;
- i) Have flexibility and good attendance record;
- j) Proven ability to work as part of a team;
- k) Able to meet the physical demands associated with the role, supporting 10 labs across three floors.
- l) Supportive of the Jesuit Ethos of the School