

ST MARGARET'S
SCHOOL

Part Time Science Technician

21 hours per week - Salary: £12,100 per annum

Start date: May 2024

Benefits include: contributory pension scheme, private health care, free parking and lunch

We are seeking to appoint a well-organised and proactive part time, Science Technician to support and work alongside teaching staff and service the School's five laboratories in our Science Department.

To be successful, you must have a passion for science, ideally supported by some laboratory experience and Science A level or equivalent. A flexible approach, with the ability to work both independently and as part of a team is essential. A background in Chemistry or Physics would be the most desirable.

Working hours: 8.30am – 4.15pm 3 days (preferably Tues, Fri and Wed or Thurs).

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Wednesday 17 April at 5:00pm

Interview date: Monday 29 April

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

Please note: If you have not been contacted within one week after the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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Science Technician – Job Description

Reports to: Head of Science

Purpose: To enable teaching staff within the Science Department to provide optimum student learning by preparing the items required for class practicals and demonstrations in an effective, timely and safe manner.

Main Duties and Responsibilities:

To Maintain a Safe Working Environment

1. To be aware of and apply the appropriate sections of the departmental safety policy and CLEAPSS guidance.
2. To complete a termly safety audit and to ensure that each laboratory is equipped with safety spectacles, bottles for eye rinsing and other appropriate safety equipment.
3. To ensure that the departmental first-aid kits contain sufficient supplies of commonly used items such as plasters and to liaise with the school nurse on their replacement.
4. To ensure that safe-handling and specific remedial instruction (e.g. HAZCARDS) and materials are available for experiments involving hazardous substances and procedures.
5. To keep records of the issue of radioactive materials for use in lessons and their return.
6. To report problems with the laboratory fittings and services as they arise to the Head of Department and the Maintenance department as appropriate.
7. To take appropriate action when spillages occur. If in laboratories, immediate remedial action is the responsibility of the teacher in charge of the lesson, but, if further attention is needed, and particularly in the case of mercury spills, a technician will be alerted.

To Maintain Supplies of Resources, Materials and Equipment

1. To maintain electronic spreadsheets of stocks of laboratory materials and equipment.
2. To liaise with the Heads of Department on ordering replacement stock or requirements for new experiments. To complete order sheets for replacement items and to maintain a departmental record of spending. To order and maintain stocks of essential stationery items
3. To be responsible for the effective organisation of all prep rooms, chemical stores and stock rooms and cupboards. To ensure that all stock is correctly labelled.

To Prepare Items Required for Class Practical's and Demonstrations

1. To action practical requests, which have been entered into the departmental spreadsheet 72 hours before the lesson. Particular consideration should be given to ensuring that requirements for Period 1 are prepared as far as possible on the previous day. Discuss late requests with staff and accommodate where possible.
2. To set up demonstration apparatus as required
3. To "trial" experiments where appropriate e.g. to check that solutions have been prepared correctly for titrations
4. To deliver required materials efficiently at the time of lesson changeover and ensure that equipment from the previous lesson is removed wherever possible. Suggest 'room swap's where it makes sense to do so.

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5. To set up demonstration apparatus as required
6. To research and “trial” experiments where appropriate or requested by teaching staff.
7. To ensure that stock levels of standard laboratory equipped (e.g. stands, glassware) are maintained in all laboratories ready for student use.
8. To remain available within the Science Block at the beginning of each new lesson in case the member of the teaching staff needs assistance.
9. To wash equipment and return materials to their correct storage location unless they are required for another lesson in the near future.
10. To tidy materials of a scientific nature left in the laboratories. To inspect the condition of the sinks (but not sink traps) in the laboratories and to clear them as appropriate. To wipe bench surfaces if required between lessons, although cleaning benches at the end of the day is the responsibility of the cleaning staff.
11. To help set up displays and equipment before Open Days and clear away.
12. To maintain equipment and carry out repairs if possible. To liaise with the Heads of Department on equipment which needs repair by external firms. To liaise with firms who undertake the servicing of equipment whether as required or under contract.
13. To proactively make recommendations to the Head of Department concerning improvements and efficiencies to working practices and implement as necessary.
14. To keep up to date and check working practices by attending relevant courses and conferences, and by consulting CLEAPPS and members of appropriate groups e.g. School Science Technician's Facebook group.

To Manage Self and Others

To fulfil the many aspects of the job laid out earlier in this document requires a considerable degree of cooperation between the two part-time technicians within the school.

Our tradition is that technicians will be assigned as a lead specialist for one or more of biology, chemistry or physics and other areas of responsibility e.g. ordering but they are required to fulfil practical requests across all subject areas.

The laboratory technicians are an integral part of the Science Department and in their work and their contact with students, they are a valuable part of the experience of scientific education which the students receive.

In addition, the postholder may be required to undertake other duties reasonably commensurate with the general level and duties of the post.

This job description is not definitive and may be altered from time to time in accordance with the needs of the School.

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Science Technician - Person Specification

QUALIFICATIONS / EXPERIENCE / TRAINING	ESSENTIAL	DESIRABLE
GCSE grade C (or equivalent) in Maths and English	√	
Science A level qualification (or equivalent)	√	
Previous experience of working in a laboratory		√
Current First Aid certificate		√
KNOWLEDGE /SKILLS		
A good knowledge of health and safety requirements	√	
ICT literate	√	
Ability to use initiative	√	
Ability to work independently	√	
Ability to work to specific instructions	√	
Excellent interpersonal skills	√	
Ability to write clearly and accurately	√	
Excellent organisational and time management skills	√	
PERSONAL QUALITIES		
Ability to establish and maintain good working relationships and to relate to people of all ages	√	
A flexible, proactive approach	√	
A team player	√	
Enthusiastic and energetic with a real passion for Science	√	
A professional manner and attitude	√	
A good attendance record / general health	√	
Trustworthy, responsible, reliable and punctual	√	
COMMITMENT TO		
Own continuous professional development	√	
The School's ethos	√	
High quality care and education	√	