

Role Profile: Science Technician

Purpose

The post holder will undertake a variety of technical and planning tasks to support laboratory work within the Science Department. This will primarily involve the preparation, management and maintenance of apparatus and other resources.

Key Accountabilities

- Managing the storage and maintenance of science equipment and resources in the Science Prep Room and the Science Laboratories, as required by the Head of Science, Teachers of Science and the Senior Science Technician
- Coordinating equipment to meet the needs of a wide range of practical classes, as advised by colleagues in the Science Department
- Ensuring that appropriate health and safety procedures are followed
- Assisting pupils in practical lessons as necessary and as directed by teaching colleagues in the department
- Preparing equipment and materials for specific Science lessons to ensure that sufficient and accessible apparatus and materials are made available for all pupils
- Trialing experiments prior to classes, as requested by colleagues in the department
- Ensuring the correct disposal of all chemicals and waste materials, including broken glass
- Routinely maintaining, cleaning and testing equipment
- Photocopying for teaching colleagues in the department, as requested and as time allows
- Assisting with displays in the Science Laboratories and the Kayes Building
- Supporting the work of STEM Clubs within the Prep and Senior Schools

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Enthusiasm for working within an educational setting • Some experience of working in a scientific environment • An ability to communicate effectively with staff in a variety of ways • Organisational skills and the ability to follow guidance and instructions • An ability to think originally and creatively, showing initiative when required • A commitment to support the ethos of the school as a community • An ability to cope with a busy working day and a varied programme of Science teaching • Evidence of the ability to work as a member of a team 	<ul style="list-style-type: none"> • Good ICT skills • Excellent administrative abilities
Qualifications		<ul style="list-style-type: none"> • Qualified Science Technician • Courses of further study relevant to the post • Qualifications in additional areas of interest • Evidence of involvement in personal CPD
Experience		<ul style="list-style-type: none"> • Knowledge of working within a Science Department • Experience of working within an educational setting
Other	<ul style="list-style-type: none"> • Excellent attendance record • High standards of professionalism • Warmth, sensitivity and an understanding of pastoral care needs • A concern for the reputation of the school • An ability to contribute to extra-curricular activities • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to maintain strict confidentiality of information received and process as part of the job role 	

	<ul style="list-style-type: none">• Ability to set and maintain high standards• Ability to project a professional image for the school• Willingness to undertake appropriate training	
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Key Stakeholders:

Internal – Students, Colleagues

External – Parents, Wider Cognita Team

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: