

**The Highland Council
Education & Learning Service**

**Job Description
School Technician (Science)**

Service:	Education and Learning
Job Title:	School Technician (Science)
Grade and Salary:	HC0635 - Salary placing will normally be on the first point of the scale.
Location:	As Advertised
Responsible to:	Head Teacher
Job Purpose:	Responsible for the delivery of the technician's duties within the Science Department and other whole school technician duties which may be varied from time to time.
Key Duties and Responsibilities:	DUTIES WITHIN THE SCIENCE DEPARTMENT • Support for the safe and effective operation of science laboratories, including the maintenance, storage and availability of all items of equipment. Responsible for providing an effective technician support service for Biology, Chemistry, Physics and Science within a secondary school. • Construction and adaptation of simple apparatus including the provision of technical aids. • Liaise with science teaching staff to ascertain technician support requirements and discuss with Principal Teacher, Science. • Preparation of chemicals, solutions equipment and materials for all practical work in the Science Department, including exam and assessment preparation. • Care of all animals, aquaria and plants within the Department as required. • Provide support to teaching staff and pupils to ensure a value added educational environment. • Provide an advisory service within knowledge and experience, to associated primaries in consultation with Principal Teacher, Science. • Provide inspection, maintenance and repair of equipment. • Support for the implementation of Health and Safety procedures within the establishment and be able to

apply these principles in all aspects of their duties.

- Preparation of chemical reagents and microbiology equipment ensure the COSHH risk assessments are carried out.
- Responsible for the provision of level COSHH regulations in dealing with micro organisms in microbiology.
- Ensure that equipment and resources are tested on a regular basis and recorded in line with Health & Safety procedures
- In consultation with Principal Teacher Science ensure that chemical and hazardous waste is disposed of safely.
- Assist with the management and allocation of equipment.
- Assist with the management of stocktaking, ordering and inventories. Where appropriate taking total responsibility for the provision of materials required to support the relevant area.
- Operate ICT equipment and utilise software systems as required within the science department including setting up and running computer interfacing, data logging and data capture equipment.
- In conjunction with the Principal Teacher, Science ensure that best value is adhered to by ensuring that repairs are carried out internally where possible.
- Undertake appropriate training as provided by the service.

Carry out any other reasonable task at the request of the Principal Teacher Science or Head Teacher.

WHOLE SCHOOL DUTIES

- Support school staff in the use of AV equipment within the school, including the recording of broadcast material and routine repairs and maintenance.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

Special Conditions:

Payment is on the basis of 52 weeks per year and will

Date:

include payment for annual leave which must be taken
during school holiday periods
04 April 2022

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Location:

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. KNOWLEDGE & EXPERIENCE

General education in areas related to the job description.

The jobholder requires predominantly specialist knowledge to do the job.

This knowledge is normally acquired through a professional qualification and experience. A general degree or equivalent qualification is typically required, for example, SVQ4, HNC or equivalent.

Relevant working experience of three to five years is required to become fully competent and familiar with all aspects of the job.

2. SKILLS/ATTRIBUTES SPECIFIC TO THE POST

- Awareness of Health & Safety practices in areas relating to job description
- Ability to work unsupervised
- Basic Microbiology
- Stock Management
- Handling and preparation of chemicals
- Maintaining and keeping all chemicals and equipment in a safe and 'fit for purpose' condition

3. INTERPERSONAL AND SOCIAL SKILLS

- Enthusiasm and initiative
- Good interpersonal skills with adults and pupils
- Reliability and good judgement
- Willingness to learn new skills when appropriate