



Job Description

Science Technician

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Monmouth School for Girls. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 22½ hours per week, Wednesday to Friday 8.15am to 4.15pm (½ hour lunch break) throughout the year

Responsible to: The Bursar through the Senior Science Technician and Head of Department

Summary of the Role:

To ensure the smooth and efficient running of the Department.
To provide general assistance to the Department's teaching staff.

Main Duties and responsibilities

1. Prepare necessary apparatus, equipment and materials and set up for demonstrations and practical lessons.
2. Collect and return equipment for practicals from storage in a timely manner to minimise disruption to lessons.
3. Construct and prepare any necessary apparatus, equipment and materials for department use.
4. Prepare for, set up and assist with core practical assessments and practical exams as necessary.
5. Assist in the development and trials of experimental work within new teaching schemes.
6. Assess experiments, class practicals and demonstrations for appropriate hazards or risks, in conjunction with the teaching staff.
7. Carry out practice runs of new practicals to highlight any issues.
8. Provide risk assessments and appropriate Hazcards for each practical lesson.
9. Advise staff of any problems which come to light in the department including safety aspects.
10. Care and maintain plants within the department including the greenhouse during term time and when required in the holiday period.
11. Keep safety records and undertake fume cupboard flow tests with Senior Science Technician as appropriate.
12. Take stock of consumables and breakable items.
13. Order replacements for routine stock within the agreed budget, keeping careful financial records and checking goods on arrival.
14. In consultations with the Head of Department, research, cost, purchase, make and commission new equipment, books and stock.
15. Manage the allocation of textbooks for pupils, including preparing books for issue, monitoring returns, requesting charges and maintaining stock levels.
16. Check and maintain first aid and safety equipment.
17. Prepare and trial equipment for extracurricular activities and special events (Open Days).
18. Assist with the appraisal, development and use of computing resources, including setting up data-logging experiments.
19. Repair damaged equipment or arrange for this to be done.
20. Maintain the department in a clean and tidy fashion in conjunction with the teaching and cleaning staff.

21. Oversee the work of the General Assistant when that person is required to work within your Department.
22. During the holidays to ensure laboratories are fully equipped, any repairs to damaged equipment are carried out and administration systems are updated in readiness for the new term and undertake tasks as requested by the teaching staff and Senior Science Technician

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification Science Technician

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Minimum Maths & English at GCSE, Grade C or equivalent 	<ul style="list-style-type: none"> • HNC/HND/ONC Science qualification • NVQ Level 3 in Laboratory and Associated Technical Activities (LATA)/Laboratory Technicians or Level 3 Certificate in Laboratory Skills
Experience	
<ul style="list-style-type: none"> • Previous work in a laboratory environment 	<ul style="list-style-type: none"> • Previous work in a school • Previous work with young people
Skills	
<ul style="list-style-type: none"> • Proficient in the use of Microsoft Word and Excel • Good Interpersonal skills • Ability to work independently • Ability to work accurately with attention to detail • Good knowledge of Biology, Chemistry or Physics 	<ul style="list-style-type: none"> • Proficient with use of Databases • An all-round knowledge of Biology, Chemistry and Physics
Personal Attributes	
<ul style="list-style-type: none"> • Calm under pressure • Takes pride in their work 	
Other Factors	
<ul style="list-style-type: none"> • Flexible approach • Willingness to undertake additional training (on occasion outside normal working hours) 	