



SCIENCE TECHNICIAN – JOB DESCRIPTION AND DUTIES

General

The Sciences have long been a major strength at Jordanhill School with very high uptake and levels of academic success in Biology, Chemistry and Physics. Both secondary and primary children are educated in the Science faculty. There are 11 Science teachers supported by 2fte of technician service, which includes a senior technician who oversees and manages technician colleagues. The laboratories are very well equipped with excellent levels of ICT equipment.

The position of Science technician requires an individual who can demonstrate an ability to interact well with children, young people and colleagues across the school. The duties include working with a range of equipment and materials supporting learning and teaching. The ability to work as part of a team is essential as is demonstrating excellent organisational skills, initiative and customer service in a very fast paced department and environment.

Job Description and Duties

- Servicing of Science laboratories to ensure that equipment, materials and chemicals required are properly stored, prepared and available in a safe and functional condition
- Set up and provide technical aids and equipment in the classroom and demonstrate safe and effective use of equipment and chemicals to teaching staff as required
- Knowledge of COSHH to ensure that chemicals and other hazardous materials are stored, used and disposed of safely and compliance with all relevant Health and Safety procedures
- Adhere to all Health and Safety legislation and risk assessments and follow all guidelines on operating procedures, including manual handling and the wearing/use of personal protective equipment
- Repair and maintenance of equipment and materials and assistance with development and research of new items of equipment and apparatus
- Electrical Safety Testing of portable appliance equipment within the Science faculty
- Carry out 'Level III' work as outlined in COSHH regulations when dealing with micro-organisms in Biology and Biotechnology
- Carry out cataloguing of resources and inventory control including security marking and using information technology
- Provide Science colleagues with support and advice on requisitioning materials and equipment
- Undertake an annual inventory of chemicals, apparatus and equipment
- Liaise with and report to Senior Technician and Science teaching staff on a regular basis to ascertain support and resource requirements

- Utilise software systems as required within the Science faculty, specifically setting up and running computer interfacing and data logging equipment
- Assist Primary pupils with projects (in particular P6 and P7) and prepare equipment and chemicals
- Assist Secondary pupils with work including National 4, National 5, Higher and Advanced Higher investigations and prepare equipment and chemicals
- Assist Senior Technician with supported study for Primary classes and also assist with any Science clubs set up within the Science faculty
- Undertake training and development as appropriate to role and engage in personal and professional development reviews
- Work towards the continuous improvement of service delivery and performance of the technician service

In addition to the above, you will be required to undertake any other relevant and reasonable duties as requested by the line manager or School.





SCIENCE TECHNICIAN – PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Education, Training, Qualifications	HNC or HND in a Science subject and/or an SVQ Level 3 in Laboratory Technology or equivalent.	Science degree. Health and safety qualifications or certificates.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Certificates
Skills	Skills in numeracy and literacy. Able to use a variety of resources to respond to, and support learning and teaching needs. An ability to work alone or as part of a team. Ability to plan and organise own workload. Computer/IT skills.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Knowledge	Relevant post experience.	Working knowledge of relevant processes, procedures and systems within a school environment. Health and safety training knowledge and training. Relevant industry experience. Practical experience of working in a laboratory.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Other	Shows an enthusiastic and positive manner. Demonstrates a flexible customer focussed approach to the needs of the school, staff and pupils.	Previous experience working in an environment with young people.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

Competencies	Essential	Desirable	Evidence
Communication	Able to communicate clearly in a way that people understand. See the importance of sharing and communicating well.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Motivation	Keen to do things well and work steadily to meet targets. Enjoy challenges and has good time management skills.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Customer Orientation	Treat colleagues and pupils fairly and consistently in a professional, polite manner and provide a high quality service. Sort out enquiries and problems promptly, keeping colleagues up-to-date.	Can go that extra mile to exceed expectations.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Collaboration	Working in cooperation, together with colleagues to give exceptional service and deliver objectives.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Attitude	Happy to embrace and engage in new ideas and ways of working and is able to see the good that change can bring.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Self Development	Keen to join in training and keep up to date with changes in skills and knowledge required.	Can offer support to colleagues based on what you know. Keen to seek out chances to learn and develop.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

References will be taken up post-interview with the applicant's consent if they are being actively considered for the position.

Satisfactory completion of a **Protecting Vulnerable Groups (PVG)** Scheme Record will be required prior to taking up post and evidence of eligibility to work in the United Kingdom.