**Job Description**
**Willingdon Community School**

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| **JOB TITLE:** | Trainee Science Technician |
| **HOURS:** | 3 days per week / term time only |
| **GRADE:** | Single Status Grade 3/4 |
| **RESPONSIBLE TO:** | Senior Science Technician |

**MAIN PURPOSE OF THE ROLE:**

To work under the direction of an experienced science technician to gain all the knowledge and skills required to perform the duties unsupervised.

**Key tasks:**

- Attend induction and other training offered by the school and County Council to develop knowledge of Health & Safety, COSHH and ESCC regulations relevant to the role.
- Deliver resources and equipment to rooms.
- Set out equipment and resources in preparation for lessons
- Collect, check and return equipment to stores.
- Clean and clear laboratories of equipment and materials after use, ensuring rooms are left clean, tidy and in good order.
- After training and under direct supervision, to prepare chemicals and solutions for school use, ensuring safe handling and storage in line with Health & Safety and COSHH regulations.
- After training and under direct supervision, to make up and maintain class sets of equipment, chemicals and resources.
- Carry out routine maintenance of equipment, reporting any problems to an experienced technician.
- Assist in annual stock checks and spring cleaning of storage areas.
- Set up and maintain audio visual aids.
- Maintain and propagate plants necessary for practical lessons.

- After proper First Aid training, to deal with minor incidences in the laboratory and, where necessary, contact school welfare.
- Manage any worksheets relating to lessons including filing and photocopying.
- After training and under supervision, to use an autoclave to prepare sterile inoculating plates and demonstrate sound sterile techniques.
- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.
- All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- To carry out the above duties in accordance with the County Council's Equal Opportunities Policy.
- To perform such other tasks as may reasonably be required appropriate to the grading of the post.

The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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This job description sets out the duties of the post at the time it was drawn up. Such duties 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 cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

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SIGNATURE OF JOB HOLDER: DATE:

SIGNATURE OF LINE MANAGER: DATE:

## Person Specification

## Job Title: Trainee Science Technician

### Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to work in an organised and methodical manner.
2. Ability to work effectively and supportively as a member of the school team.
3. Ability to undertake a range of practical tasks.
4. Ability to carry out routine maintenance of equipment.
5. Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date.
6. Ability to contribute to the maintenance of accurate work records and inventories.
7. Ability to establish positive relationships with pupils, including those with special educational needs.
8. Some knowledge of the main Health & Safety regulations, and how they apply in a school environment.
9. Some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.
10. Ability to demonstrate commitment to Equal Opportunities.
11. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.
12. An interest in Science and supporting pupils' learning.

### Desirable key skills, abilities, knowledge, experience, values and behaviours

1. NVQ1 in Laboratory and Associated Technical Activities (LATA) or Level 1 Certificate in Laboratory Technical Skills or equivalent.
2. Some knowledge of Science and/or the Science curriculum.

## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
|---|---|
| Using display screen equipment | Yes |
| Working with children and/or people with care and support needs | Yes |
| Moving and handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift or night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and/or vibration | Yes |
| Food handling | No |
| Exposure to blood or body fluids | No |