



THE
KING'S
SCHOOL
GRANTHAM



Science Technician (Biology)

37 hours per week, 39 weeks per year (fte 0.875)

JOB DESCRIPTION & PERSON SPECIFICATION.

GRADE	<p>GLEA Grade 5, Points 12 to 15</p> <p>Responsible to: Head of Department for Biology</p> <p>Hours of work: Preferred working arrangement 37 hours per week, term time + 1 weeks (39 weeks per academic year).</p>
PRINCIPAL FUNCTION	<p>To provide equipment and resources for demonstration, class practical work, assessments and examinations whilst also supporting the wider functioning of the department. To work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality teaching and learning in Science.</p>
RESPONSIBILITIES AND DUTIES	<p>Preparation of science materials and equipment, including:</p> <p>Prepare equipment, chemicals, specimens etc and set out apparatus, visual aids and relevant paperwork for all lessons.</p> <p>Preparation of chemicals and solutions.</p> <p>Checking individual components in and out for class use.</p> <p>Clear laboratories and store all apparatus after use, checking that rooms are clean and ready for the next lesson.</p> <p>Carry out risk assessments for technical activities.</p> <p>Disposing of waste materials in accordance with CLEAPPS.</p> <p>Constructing apparatus and equipment.</p> <p>Liaising with staff over the use of equipment and stock.</p> <p>Advise staff of any problems, including safety aspects.</p> <p>Assisting with the collection and cataloguing of sundry worksheets, books, audio-visual aids and materials.</p> <p>Repairing damages, where possible, or arranging for this to be done</p>

Routine maintenance of science laboratories and preparation rooms, their equipment and services:

Maintain clean and tidy laboratories in conjunction with the teacher in charge of the room.

Ensuring that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.

Storing materials tidily and safely.

Keeping all equipment clean including goggles, safety screens and fume cupboards.

Looking after animals, insects and plants kept by the environment.

Carrying out safety checks on equipment, e.g. Bunsen tubing etc.

Maintaining the stocks of science chemicals and equipment for example:

Stocktaking of chemicals, consumables, stationery, books and breakable items.

Timely ordering of necessary stock items with the approval of the Head of Department.

Checking deliveries on arrival and querying any missing/damaged items with the supplier.

GENERIC

Good working knowledge of COSHH and CLEAPSS in order to maintain compliance with Health and Safety regulations.

To maintain a tidy and professional working environment.

To attend meetings as required.

To carry out the above duties in accordance with the School's Policies and Guidelines.

**WORK
ENVIRONMENT**

The postholder's work will be carried out within tight fixed deadlines; there will be no opportunity for delay. Reporting deadlines must be met.

Physical demands are those generally found within an office environment and within the school site.

The work will be carried out indoors in a well-lit and ventilated environment.

The post holder may have limited exposure to abuse or aggression from pupils, parents and carers.

The duties and responsibilities in this job description are not exhaustive the postholder will be required to undertake other duties that are required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties

and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

NOTE:

This job description is current as of the date shown but it may be modified by the Head - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date: March 2025
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PERSON SPECIFICATION

This role would suit an experienced administrator wishing to further develop their career. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Previous experience in a similar role in an educational setting		✓
	Experience in liaising with staff and students	✓	
	Excellent communication and interpersonal skills	✓	
Qualities, values and skills	ICT skills – Microsoft Office	✓	
	Be able to work in an organised and methodical manner whilst dealing with interruptions		✓
	Complete tasks and interpret information	✓	
	Ability to maintain efficient record-keeping systems		✓
	Ability to assist with the production of accurate records and reports as required		✓
	Ability to communicate with a range of people including other employees within the school, governors, students, parents and external agencies	✓	
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date		✓
	Ability to maintain attention to detail	✓	
	Ability to respond proactively to unexpected problems and situations	✓	
	Ability to work well within a team		✓
	Good working knowledge of appropriate software systems		✓
Qualifications and Training	Enhanced DBS	✓	
	Appropriate Continued Professional Development (CPD)		✓
	Willingness to participate in further training and developmental opportunities offered by the school		