

Job Description and Level Criteria Matrix

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| Post Title: Science Technician | | Post Number: E9019 |
| | | Date: SEPTEMBER 2009 |
| Department: Children & Young People's Services | Division / Branch: School/College | |
| Section: Technical Support Staff | Responsible to: Varies | |

Overall Purpose of this Post:

To develop, manage, organise and co-ordinate the physical and human resources used to support the teaching of science in the school.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To ensure that the technical staff and their procedures meet the needs of the Science Faculty/Department's staff and students.
2. To ensure that the Science Faculty/Department's apparatus, equipment, chemicals, compounds and other material resources are accounted for and are stored or maintained in accordance with national and local policy and procedures.
3. To assist teachers in the provision of high quality science lessons by providing and setting up practical resources as requested.
4. To optimise the use and availability of science materials and equipment and maintain the highest standards of safety.
5. To ensure that classrooms, preparation and storage areas are kept clean and spillages and waste are properly disposed of.
6. To develop technical expertise in the equipment and apparatus used in science teaching and new techniques that facilitate practical and investigative work in science teaching.
7. To ensure that the School's/College's policy and procedures are followed in dealing with parents, staff and pupils.
8. To maintain good relationships with parents, staff and students.
9. To implement and promote the School/College & Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

These are the highest level objectives, see "Level Criteria Matrix" for objectives at other levels.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Manages all resources within the Science Faculty/Department designating classes, tasks and responsibilities as appropriate to assigned technician staff.
2. Oversees, records and accounts for any apparatus, equipment, laboratory services, facilities, stationery, schemes of work, etc and monitoring stock levels and assisting with the planning of new or replacement needs/requirements and budget process etc.
3. Orders new and replacement materials/equipment and checks invoices from suppliers in accordance with annual budget/plan, using petty cash for consumable purchases.
4. Prepares and sets up equipment, apparatus, materials, solutions and stationery for use in demonstrations or practical science classes, assisting where appropriate.
5. Retrieves and clears away apparatus after classes, disposes of waste laboratory materials and spillages in accordance with guidelines.
6. Organises and monitors the storage of equipment, materials and apparatus in the preparation areas and records use of appropriate hazardous materials according to departmental procedures.
7. Assists with resolving difficulties with equipment & apparatus used in science lessons.
8. Develops new science practicals/demonstrations and trains staff in these and in the use of science equipment/apparatus.
9. Covers in the absence of any other science technician staff.

These are the highest level tasks, please see "Level Criteria Matrix" for tasks at other levels.

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| Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either | | | |
| a) because of its salary level ? , or | Yes | No | ✓ |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No | ✓ |
| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974 ? | Yes | ✓ | No |

| | Job Requirements: Essential (E) or Desirable (D). | E/D |
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| A. Training & Education | A level of numeracy and literacy sufficient to carry out the duties of the post. | E |
| | See Level Criteria Matrix attached for requirements for different levels. | E |
| B. Experience | See Level Criteria Matrix attached for requirements for different levels. | E |
| C. Equal Opportunity | Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice. | E |
| D. Other Skills | Good verbal and written communication skills sufficient to establish good working relationships with staff, pupils and the technical team. | E |
| | Good organisational skills. | E |
| | See Level Criteria Matrix attached for requirements for different levels. | E |
| E. Other Conditions Including any hazardous or environmentally adverse conditions | Must be willing to attend further training/technical courses as appropriate. | E |
| | Must be willing to work occasionally out of school hours and extra days/weeks in the school holidays as appropriate. | E |
| | Able to recognise the importance of, and willing to learn and follow the appropriate Health & Safety procedures, COSHH & CLEAPS regulations and guidelines. | E |
| | Must satisfy relevant pre-employment checks. | E |
| | This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation | E |

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| | <p>of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p> <p>See Level Criteria Matrix attached for requirements for different levels.</p> | |
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| Element | Level 3 (ROLEID E9019a) | Level 2 (ROLEID E9019b) | Level 1 (ROLEID E9019c) |
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| People Management | <p>As lower level plus: Full management responsibility for up to 3 staff. Supports the teacher when providing input to pupils needs. Organises staff, arranging cover where needed.</p> | <p>As lower level plus: Supervises up to 3 staff.</p> | <p>Supports teacher in the classroom and occasionally pupils in their projects. Mentors or provides guidance for junior or new members of staff</p> |
| Creativity required | <p>As lower level plus: Manufactures basic equipment for use within the classroom. Creates databases, forms, posters etc. and sets up video clips for teachers. Assists with compiling budgets. Undertakes research for replacement and new equipment/materials.</p> | <p>As lower level plus: Maintains databases and suggests amendments where required. Assists in monitoring budgets. Develops systems of storage and stock maintenance. Carries out routine safety checks on apparatus and materials. Assists with resolving difficulties with equipment and apparatus used in science practicals and demonstrations. Undertakes research for replacement and new equipment/materials under the supervision of the Head of Department.</p> | <p>Assists with the setting up of databases. Assists in researching new and replacement equipment & materials.</p> |
| Contacts | <p>As lower level plus: Contacts suppliers/contractors to place orders for work or repairs. Contacts external suppliers, both local and national, to source experiments and identify best price. Deals with parents/guardians on the telephone in absence of the teacher. Demonstrates experiments for new/temporary staff including PGCE students. Under direction of teacher would assist both groups and individuals (including special needs) in classroom.</p> | <p>As lower level plus: Contacts suppliers/contractors to progress chase orders for work or repairs. Assists with demonstrating experiments for new /temporary staff including PGCE students. Supports organisation and administration of trips. Deals with parents/guardians on the telephone in absence of the teacher.</p> | <p>Provides assistance for the pupil in the classroom situation when directed to do so. Takes telephone calls from suppliers, parents, contractors and deals with where able to do so. Assists when visits made to other schools and local science groups.</p> |

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| <p>Decision making</p> | <p>As lower level plus: Decides when to order new equipment and how to compile and set up cost control. Makes recommendations on spending that reduces costs in response to any budget under/over spends. Recommends suppliers for new and replacement materials and equipment. Decides assignment of technicians across Labs/Teachers. Decides appropriate equipment from schemes of work and work sheets, often with minimal information provided. Recommends ways to meet curriculum requirements e.g. suggesting experiments, alternative/cheaper materials to use. Decides when to enforce School/College discipline procedure.</p> | <p>As lower level plus: <i>Decides when to order new equipment</i> <i>Assists with assignment of technicians across Labs/teachers.</i> <i>Recommends appropriate equipment from schemes of work and work sheets.</i> <i>Recommends when to enforce school/college discipline procedures.</i> <i>Recommends when to enforce school/college Health & Safety procedures.</i> <i>Recommends suitable suppliers on the basis of cost or reliability.</i></p> | <p>Recommends improvements to ways of working. Researches supporting information to justify new and replacement materials and equipment. Assists in deciding appropriate action, often from minimal information provided. Suggests experiments, new materials, etc. that meet new curriculum requirements by suggesting experiments. Some curriculum changes can involve a complete new set of experiments and therefore re-planning of department's resources.</p> |
| <p>Objectives</p> | <p>As lower level plus: Ensures that teachers are made aware of the procedures to follow, ensuring their classes have the right materials etc. and the correct procedures to follow in case of accidents. Maintains stock, keep in safe order and account for apparatus, equipment, chemicals, compounds and other material resources.</p> | <p>As lower level plus: <i>To ensure new/less experienced staff are aware of correct procedures to follow..</i> <i>To ensure that equipment and stock are kept up to date by recommending replacement s/alternatives.</i> <i>Assists in maintaining stock and keeping in safe order.</i></p> | <p>To ensure that setting up and cleaning/clearing away is carried out correctly reducing potential injury and inherent hazards to the postholders, pupils and teaching staff. To ensure that pupils and teachers have the relevant materials and equipment, which will assist their learning of scientific principles.</p> |
| <p>Resources used or managed</p> | <p>As lower level plus: Manages small budget (£20 per month) for supplies. Responsible for security and maintenance of equipment and</p> | <p>As lower level plus: <i>Progress chases orders for supplies.</i> <i>Assists in monitoring a small budget (£20 per month).</i> <i>Carries out, or delegates, shopping for</i></p> | <p>Assists with the ordering of supplies. Accountable for, and for correct security, storage, etc. of lab equipment, chemicals, and other supplies.</p> |

Level Criteria Matrix

E9019 Science Technician JD & Level Criteria

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| | materials used in the lab area (single items could be £500). | <i>resources for practical sessions using petty cash system.</i> <i>Uses a variety of laboratory equipment, setting up and during experiments.</i> | |
| Interruptions and conflict situations & frequency | As lower level plus: Deals with briefing of relief teachers when regular teacher not available, often at short notice. Responds to requests from pupils for materials and/or equipment. | <i>As lower level plus:</i> <i>Assists with briefing relief teachers when regular teacher not available, often at short notice.</i> <i>Responds to straight forward requests from pupils for materials and/or equipment.</i> | Helps to deal with pupils' requests. Assists when last minute changes have been caused by absence of regular teacher. |
| Physical effort & IT use required | As lower level. | <i>As lower level:</i> | Approx 90% of day spent walking or standing. Assists with the lifting of large bottles of liquid (10%). |
| Working conditions | As lower level. | <i>As lower level:</i> | Indoor – non-office environment. Outside to collect/put away items in outside 'safe' store. |
| Risks encountered | As lower level. | <i>As lower level:</i> | Required to use acids or other hazardous items (associated with science labs), working to strict handling instructions. Clearing up spillages when these occur. |
| Knowledge and Skill levels required | As lower level plus: Substantial experience of working in a Science/Technical position, preferably in an educational setting. Detailed knowledge of H&S, COSHH & CLEAPSS regulations and guidelines, relating to provision of science lessons in schools. Knowledge of school's/college's science curriculum. Knowledge of budget preparation and monitoring. Good PC skills especially in regard to science peripheral equipment. Able to demonstrate new equipment & experiments to staff. Able to manage other technical staff. | <i>As lower level plus:</i> <i>Working knowledge of H&S Act.</i> <i>Working knowledge of COSHH & CLEAPSS regulations and guidelines.</i> <i>Working knowledge of budget preparation.</i> <i>Able to supervise new/less experienced staff.</i> <i>Able to assist in demonstrating new equipment and experiments to staff.</i> <i>Good PC skills especially in regard to science peripheral equipment.</i> <i>Able to supervise other technical staff</i> | Science knowledge sufficient to understand the school's/college's science curriculum requirements. Basic PC skills. Awareness of the H&S Act. Awareness of COSHH & CLEAPSS regulations and guidelines. Able to prepare and set up equipment, apparatus, materials solutions and stationery for use in demonstration or practical science lessons. Able to assist with resolving difficulties with equipment and apparatus used in science lessons. Able to perform basic repairs to equipment where appropriate, or arranges for contractors to do more complex repairs. |