



DURHAM CATHEDRAL SCHOOLS FOUNDATION

Science Technician, Chemistry (Term-Time Only)

Line Management: Responsible to the Head of Science.

Hours: 30 hours a week. 8.00am – 4.30pm four days a week, term time only.

Salary: The salary for the post will be point X20 – X32 £18,731-£22,893 FTE on the support staff scale, this will be pro-rated for Term Time only. Incremental rises on the scale will be available annually, subject to satisfactory performance appraisal.

Pension The School provides a workplace pension, this is a money purchase scheme, where members contribute a minimum of 3% of eligible salary and the School 5%.

Annual leave 25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas

Key function

Provision of equipment for lessons, maintenance of records, chemicals and appliances in accordance with science department requirements and health and safety procedures.

Person Specification

- A scientific background is a requirement including laboratory experience.
- A degree or HND in a science subject is advantageous but not essential
- Ability to learn specific, practical techniques and apply this knowledge to solve technical problems
- Good hand and eye coordination and the ability to use technical equipment with accuracy
- The ability to maintain and calibrate technical equipment
- Time management skills to work on several different projects at the same time
- Excellent communication skills in order to work effectively with colleagues
- Experience in providing demonstrations
- Basic knowledge of First Aid advantageous.

Specific Duties

To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department:

- Preparation of resources, assembling apparatus
- Obtaining materials by local purchase
- Stock taking and recording
- Giving technical advice to teachers, technicians and pupils/students
- Carrying out risk assessments for technician activities
- Assisting in practical classes & carrying out demonstrations

To ensure the maintenance of a healthy & safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
- Keeping up to date with current procedures and practices through continuing professional development
- Sharing of technical advice and support on health & safety issues to teaching and technical staff
- Safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
- Healthy & safe storage and accessibility of equipment and materials.
- Disposal of waste materials
- Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.
- Organising, storing and checking the condition of chemicals and equipment
- Attending department meetings when required

To contribute to the design, development and maintenance of specialist resources:

- Constructing & modifying apparatus
- Setting up and caring for plant and animal collections
- Preparing standard solutions, purifying chemicals, treating waste

General

- Attend staff meetings as appropriate
- Attend Inset training events
- To occasionally attend local outreach events during the school day
- To complete any other tasks commensurate with the post as requested by a Head of Department, Bursar, or the Headmaster.



Science Technician, Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Make a positive contribution to the team. • Ability to make decisions in line with current policies and information • High standard of accuracy and presentation • Ability to learn specific, practical techniques and apply this knowledge to solve technical problems • Good hand and eye coordination and the ability to use technical equipment with accuracy • The ability to maintain and calibrate technical equipment • Time management skills to work on several different projects at the same time • Excellent communication skills in order to work effectively with colleagues • 	<ul style="list-style-type: none"> • Knowledge of Durham Cathedral Schools Foundation 	Application form / Interview
Experience	<ul style="list-style-type: none"> • A scientific background is a requirement including laboratory experience. • Experience of working within a team and independently • Experience in providing demonstrations 		Application form / Interview
Education / Qualifications:	<ul style="list-style-type: none"> • Minimum of Maths and English at grade C or above or equivalent • Basic knowledge of First Aid advantageous. 	<ul style="list-style-type: none"> • A degree or HND in a science subject is advantageous but not essential 	Application form
Other Requirements:	<ul style="list-style-type: none"> • Friendly and approachable. • Reliable and consistent. • Helpful and positive attitude. • Able to meet the needs of a diverse community. • Positive about change • Flexible attitude to working practices and demands • Responsible and trustworthy even when working unsupervised • Proactive approach to continuous personal development 		Past Work History / Interview