



TECHNICIAN - SCIENCE

Job profile

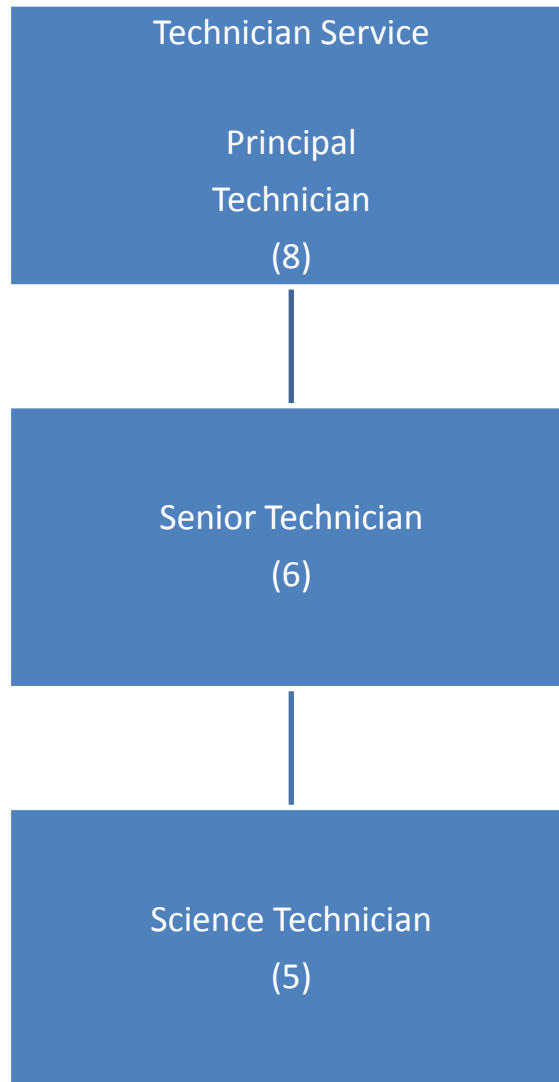
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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Technician - Science	
Service Area: Transform & Public Sector Reform	Section: Education Learning & Attainment - Technician Support Service
Reports to: Senior Technician	Grade: 5
Position Number: ES0746	Gauge Reference:
2. ROLE PURPOSE Provide technician support to school Science departments for the safe and effective operation of Chemistry, Biology and Physics laboratories, including the storage and availability of all equipment.	
3. DIMENSIONS and SCOPE OF ROLE (including budgetary and staffing responsibilities) Budget: This post does not have direct budget responsibility. Staffing Direct: None Staffing Indirect: None	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE AREA/SECTION

The Technician Support Service provides technical support to Education Secondary schools. Our technician team plays a major role in supporting curriculum needs and maintaining laboratories, workrooms, storage areas and ensuring equipment and resources used by our staff and pupils is ready and safe to use. Our team is fully qualified in their particular technician discipline with staff providing full technical support for school Science and Technical departments across our education estates 5 high schools.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

You will be accountable to the Technician Support Service and will be based in school Science departments reporting directly to the Senior Technician. You will be able to plan and prioritise your daily duties in order to ensure a quality service is delivered at all times. You will attend all training and service meetings and contribute to the team effort in the school and Technician Service as required.

- Provide inspection, maintenance and basic 1st line repair of Science department equipment
- Support the safe and effective operation of science laboratories, including the storage and availability of all equipment and chemicals.
- Construction and set up of department apparatus and equipment
- Assist teaching staff with the management of equipment, including orders, storing arrangements and inventory records
- Support the implementation of Health and Safety procedures in the Science department
- Preparation of chemicals, solutions, equipment and materials
- Visually check department portable electrical appliances ensuring each appliance has a current date test recorded and further ensure the safe working order of equipment before issue to staff or pupils.
- Undertake appropriate training and attend meetings as required by the service.
- Provide technical support to staff and pupils to ensure a value added educational environment.
- Any other duties deemed appropriate to the functions of the post as prescribed by the service management.

NB:

Technician Support Service staff may be utilised in schools other than their particular base school in order to ensure service support demands are met.

7. PROBLEM SOLVING

The postholder is required to resolve problems or situations by applying their experience and knowledge to the daily technician tasks and use their scientific problem solving skills when confronted with more difficult or challenging work tasks. Also required to exercise initiative in the course of normal working.

8. PLANNING

The post holder works closely with their Technician and Teaching staff colleagues in implementing the planning of all science related support and is fully involved in the active delivery of the technician department objectives.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder reports directly to the Technician Service Senior Technician and work assignments, project planning and goal setting will be ongoing as part of the councils "Be the best conversations" development guidance.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

The post holder will communicate and work closely on a daily basis with both technician and teaching colleagues to ensure excellent support provision is provided and maintained.

External communications and working relationships:

The post holder will communicate as required with external bodies such as SSERC, other local authority teachers and technicians and contract suppliers of equipment and materials for science department use.

11. DECISION MAKING

The post holders knowledge and experience will in liaison with Senior and Technician colleagues make daily decisions that will include supporting the safe operation of the science laboratories and maintaining all science equipment and materials storage areas.

12. MOST CHALLENGING PART OF THE JOB

Keeping aware of science departmental projects and initiatives and ensuring the best and most effective pragmatic decisions are taken when carrying out the daily duties of the job. Supporting the safe and effective operation of science laboratories and ensuring the storage and availability of all equipment is maintained, safe and ready for use by staff and pupils as and when required.

13. GENERAL

Disclosure/PVG membership: PVG Children

Politically Restricted Post: Not Applicable to this post

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport
Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy
- Skills Passport B – WDC Employee Passport
Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

SSERC training courses as appropriate

Post Descriptor Prepared by: Principal Technician Date: 01/03/2022

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
HND or above/other relevant science qualifications	HND/degree
Training	
Trained in a relevant science discipline, to the level stated above.	Practical laboratory work and H&S / COSHH training
Experience	
Practical laboratory experience and willing as required to participate in both formal and informal staff training activities in order to maintain and update skills and knowledge	Science Technician experience gained in a school, college, university or industrial environment.
Knowledge and Skill	
Skilled and able to provide safe and effective technician support to schools Science Biology, Chemistry and Physics laboratories.	Basic IT and H&S knowledge.
Disposition	
Pleasant, enthusiastic, ability to work using own initiative and as part of a team as and when required.	The ability to work easily between locations and teams as and when necessary.