

City of Edinburgh Council
Job Profile

DEPARTMENT: Communities and Families
SECTION: Secondary Schools
POST: Science Technician
RESPONSIBLE TO: Senior Technician/Business Manager

PURPOSE OF THE JOB:

To support the teaching staff in the Science Department.

Ensure that equipment is maintained and adequate levels of materials and equipment are available for use by teachers and students.

To assist the Teaching Staff in demonstrating the use of equipment. May be responsible for the supervision of other technicians and laboratory assistants.

MAJOR TASKS/JOB ACTIVITIES:

Preparing materials, equipment and science areas for use by teachers and students.

Assisting in demonstrating the use of equipment and apparatus and coaching junior staff in its usage.

Designing and constructing equipment and apparatus for use in experiments.

Maintaining an adequate range of stock and efficient stock levels. This includes maintenance of a stores system and completion of purchase orders for final approval by the Curriculum Leader in line with Council Purchasing procedures.

The postholder will also ensure that the stores are well organised and hazardous substances are labelled and kept in a safe place.

Ensuring that materials and equipment are maintained in good order and in a safe condition.

Ensuring that the preparation rooms, fume cupboards and laboratories are kept in a safe and tidy condition.

Where applicable, may supervise Technician(s) and Learning Assistants within the Science Department and utilise the requisition system.

Supervising the training of trainee technicians.

Monitoring stock levels, reordering and issuing work sheets as required.

Assisting the teaching staff in the support work necessary to prepare and operate within the science area.

Undertaking relevant administrative duties i.e. statistical returns, diaries, equipment lists and inventories etc.

When the postholder has no other technician support, he/she is also expected to:

- Ensure that animals are fed, watered and kept in good health
- Prepare laboratory standard solutions

Updating his/her knowledge and keeping abreast of new developments, using information technology equipment and techniques where appropriate.

The postholder will undertake any other relevant duties required by the Senior Technician or Curriculum Leader.

EMPLOYEE SPECIFICATION:
Council Core Competencies:
These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making
These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity

Science Technician	Essential	Desirable
Experience	Experience in a similar role	Experience of staff supervision
Knowledge, Skills and Understanding	A good knowledge of relevant Health and Safety regulations	Knowledge of computers/computer aided teaching methods. Up to date knowledge of new developments/ technology.
Qualifications and Training		
Job Specific Requirements	Ability to maintain equipment and stores system Able to plan, prioritise and organise work Able to demonstrate and operate a wide range of specialist laboratory equipment Able to design and construct equipment for use in experiments	
Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		

