

Personal Specification – Senior Science Technician

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des
Able to communicate effectively, (in a polite, helpful and efficient manner) with a wide range of people, both face to face and over the telephone	*	
Able to work as part of a team on a wide variety of tasks	*	
Able to identify problems, use initiative and refer to senior staff as necessary	*	
Able to work under pressure and meet deadlines	*	
Able to prioritise different areas of work and tackle them in an appropriate manner	*	
Able to use a range of science equipment and maintain as required	*	
Able to input and access information on a computer database		*
KNOWLEDGE/QUALIFICATIONS	Ess	Des
A sound knowledge of written and spoken English	*	
GCSE English Language, Maths & Science Grade C (5) or above	*	
A knowledge in the use of the Microsoft package		*
A science 'A' level or equivalent	*	
A Higher National Certificate (HNC)/Higher National Diploma (HND) qualification or higher		*
A first aid qualification		*
A knowledge of health & safety and risk assessment procedure and practice	*	
A basic level of understanding of equal opportunities	*	
EXPERIENCE	Ess	Des
Working in a technical environment, in a paid or unpaid capacity		*
Use of risk assessments in the workplace		*
Dealing with a wide range of people	*	
Working in a school environment		*
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
Commitment to team work and support for other members of staff	*	
Commitment to fulfil all the requirements of the job and provide a good quality of service	*	
Willing to abide by the School's Equal Opportunities Policy in the duties of the post	*	
Willing to take personal responsibility and abide by the School's Health and Safety Policy	*	
Willing to undertake necessary training	*	