**Post Title:** Science Technician (part-time)

**Responsible to:** Director of Science

**Responsible for: -**

**Terms:** Grade 4 (9-12) 15 to 20 hours per week, 39 weeks per year between the hours of: 8.30am – 4.30pm (Mon – Thurs) and 8.30am – 4.00pm (Fri)

# Main Purpose:

To support the Science Team in the provision of general practical support in the Science Department and to science staff and to provide direct administrative support to the Director of Science.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### Specific Responsibility

**Administration and Record Keeping:**

* Maintain stock records of consumables, equipment and textbooks for the department. Undertake annual departmental stock checks
* Maintain records of and monitor, departmental expenditure against budget liaising with the Director of Science and Subject Leaders as necessary
* Maintain the departmental inventory, disposing of unwanted / obsolete items appropriately

**Health and Safety**:

* Represent and attend the school’s termly Health & Safety meetings
* In conjunction with the Director of Science ensure the proper implementation of the safety policy and the preparation and application of risk assessments within the science department. Ensure compliance with COSHH regulations
* Arrange safe disposal of chemical and biological waste materials
* Monitor and ensure the regular servicing of equipment, including electrical safety testing and pressure vessel checks. Remove defective equipment from use pending repair/replacement
* Regularly inspect the services in all the laboratories and preparation room, acting upon and reporting any problems as appropriate
* Ensure that all the laboratories and equipment therein are safe for use

**Co-ordination and Development of practical Resources and Facilities:**

* Provide guidance and support to staff and pupils in meeting the practical requirements of the science curriculum – have a full understanding of all three science disciplines and the curriculum requirements associated with them.
* Ensure the availability of suitable materials and equipment for lessons in consultation with the teaching staff
* Maintain audio/visual resources for the department
* Organise proper storage and monitor condition of chemicals and equipment

**Organisation of the Technical Support Team**:

* Prepare resources, assemble apparatus, and deliver equipment to lessons of all three disciplines
* Carry out demonstrations as required and assist in practical lessons where requested in all three disciplines
* Provide technical advice for teachers in all three disciplines
* Conduct risk assessments for technician activities
* Design, construct and / or modify apparatus as needed
* Prepare standard solutions as needed
* File worksheets in support of practices
* Keep up to date with Health and Safety information
* Stamp and number new textbooks and repair damaged books
* Liaise with teachers concerning the issue of books to pupils
* Ensure all laboratories are supplied with standard equipment (glassware, bunsens etc.) and stationery
* Maintain standard laboratory stock in good condition
* Care for plants and animals
* Ensure by regular checks that sinks are clean and unblocked; electric sockets, water and gas taps are operating correctly; safety spectacles are not scratched
* Provide advice and practical support to pupils and ensure compliance with safe working practices; this may include students studying at A level

**Management Information and Administration:**

* To communicate and consult with other staff in providing an efficient information network
* To log details of accidents and other incidents and to deal with any Health and Safety defects immediately and report details to the Site Manager. All paperwork must be filed in the relevant file

**Communications:**

* To communicate and consult with other staff
* Where appropriate, to communicate and co-operate with internal/external individuals and bodies as appropriate
* To attend meetings regarding the Department as required

**Management of Resources:**

* To ensure a sharing and effective use of resources to the benefit of the School and its students
* To contribute to the process of ordering and allocation of equipment and materials

**Students:**

* To promote the well-being of all people working at the School

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder) Date:

Signed (Headteacher) Date:

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| **Specification** | **Essential** |
| **Qualifications** | * Required to have a level 4 qualification in at least one science discipline. |
| **Skills, Knowledge and Experience** | * Self-confidence in decision making, and ability to be assertive when required. * Ability to work under the direction of a number of different people. * Ability to communicate with all levels of people. * Good communication skills. * To gain the respect of students through a manner of confidence and authority. * To organise own workload in the context of varied tasks. |
| **Personal Qualities** | * A commitment to safeguarding and promoting the welfare of children and young people * High levels of personal and professional integrity * High levels of discretion, confidentiality and awareness of data protection * Experience of working in a support capacity in a school or experience of working with young people in a learning environment. * Ability to undertake varied duties. * Knowledge of school structures and procedures. |