

# Ysgol Uwchradd Dewi Sant

## St. David’s High School

### Pennaeth : Craig Burns: BA(Hons), PGCE, NPQH, PGDip: Headteacher

***“To be the best you can be, every day”***

**JOB DESCRIPTION FOR SCIENCE TECHNICIAN**

**JOB TITLE: Science Technician**

**REPORTS TO: Head of Science/Business Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. JOB PURPOSE**

To co-ordinate the use of practical resources and facilities and provide assistance and specialist advice in meeting the practical needs of the science curriculum for KS3 and KS4.

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1. **PRINCIPAL ACCOUNTABILITIES**
2. To co-ordinate the use of practical resources and facilities within the science department, ensuring timely and accurate delivery of such.
3. To ensure the maintenance of a healthy and safe working environment in line with current legislation.
4. To contribute to the design, development and maintenance of specialist resources and/or long term projects.
5. To ensure the availability of suitable materials and equipment, monitor within a specified budget, compile orders and maintain up-to-date records of stock.
6. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
7. To provide assistance and specialist advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
8. To provide a first aid function to the Science Faculty.

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**3. JOB CONTEXT**

The post holder is responsible for the day-to-day provision of practical resources for teachers of science, for KS3 and KS4, in the science department. Accommodation includes five laboratories and one preparation room.

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**4. CONTACTS**

Internal: -

Head of Science - day to day school issues.

Bursar - general admin issues

Local Education Authority - health and safety

Contractors - to arrange maintenance repairs

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**5. ORGANISATION**

**Deputy Headteacher**

**Head of Science/Business Manager**

**Post holder**

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**6. KNOWLEDGE & EXPERIENCE**

The Science Technician should ideally have experience in working within a similar environment as part of a team. He/she must also possess GCSE qualifications and an NVQ Level 3 or equivalent qualification in a Science based subject. He/she should have a sound understanding of the Health and Safety requirements of working within such an environment. He/she should be willing to attend appropriate training course to promote future development. He/she should have strong I.T skills He/she should possess good interpersonal skills and be able to communicate with both students and staff.

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