**ST. BARTHOLOMEW’S SCHOOL**

**Job Description**

**Post: Technician: Science**

**Responsible to: Lead Technician Science**

**Salary Scale: SCP 11-13**

|  |  |  |
| --- | --- | --- |
| **Key responsibilities** | **Activities that are likely to be carried out** | **Suggested frequency** |
| Under the (overall) control of the lead technician, to coordinate the use of practical resources and facilities and provide assist­ance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. | Preparation of resources, assembling apparatus.  Obtaining materials by local purchase.  Giving technical advice to teachers, technicians and pupils / students.  Carrying out risk assessments for technician activities.  Assisting in practical classes & carrying out demonstrations. | Daily  Weekly  Daily  Daily  As appropriate |
| To ensure the maintenance of a healthy & safe working environment through:   * Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources; * Keeping up to date with current procedures and practices through continuing professional development; * The provision of technical advice and support on health & safety issues to teaching and trainee technical staff; * The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; * The healthy & safe storage and accessibility of equipment and materials. | Keeping up-to-date with health & safety requirements and with developments in practical science (attending courses & reading publications.)  Giving health & safety advice to technical staff, teachers and students.  Disposal of waste materials.  Report equipment defects to Lead Technician.  Organising, storing and checking the condition of chemicals and equipment.  Attending meetings.  Deal with/monitor radioactive sources under the guidance of the appointed RPS person. | As required  Daily  As required  As required  As required  As required |
| To assist the team-leader with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved. | Organising and supervising trainee technicians as required. | Daily |
| To contribute to the design, development and maintenance of specialist resources and/or long-term projects. | Constructing & modifying apparatus.  Setting up and caring for plant and animal collections.  Preparing standard solutions, purifying chemicals, treating waste. | As required  Daily  As required |
| To support the team-leader in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records. | Checking stock, ordering.  Keeping stock records.  Maintaining resources. | As required  Annually  As required |
| Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. | Collecting, checking and returning equipment to stores.  General cleaning of laboratories and equipment not covered by external cleaning contract  Cleaning and repair of equipment. | Daily  Weekly  As required |
| Arrange laboratory swaps where necessary. |  | As required |
| Dissemination of cover work for absent teaching colleagues. | Distributing cover work to appropriate staff.  Returning work to teacher | As required |
| To communicate with other agencies inside and outside the school on specialists technical preparation and maintenance matters and cross curricular developments. |  | As required |
| Support field work on location. |  | As required |
| Other duties concerning the Science Faculty as may be requested by the Head of Science. |  |  |

Signed: ……………………………………....................…… Dated: ..............……………………..

Julia Mortimore, Headteacher

Signed: ……………………………………....................…… Dated: ..............……………………..

Post Holder

St Bartholomew’s School

# Person Specification

Post: **Technician: Science**

|  |  |  |
| --- | --- | --- |
| Key Criteria | Essential | Desirable |
| Qualifications and Training | * Good basic educational standard |  |
| Competence Summary (Knowledge, abilities, skills experience) | * Knowledge of health and safety * Confident working with scientific equipment * Confident working safely with hazardous substances * Good organisational ability * Stock control experience * Ability to work with IT * Ability to follow work procedures |  |
| **Work-related Personal Requirements** | * Confident enough to take an initiative * Good at relating to a wide range of people * Professionally discreet and able to respect confidentiality * Flexible approach to tasks * Adaptable * Willing to work as part of a small team * Capable of working under pressure * Ability to work in a way that promotes the safety and wellbeing of children and young people |  |
| **Other Work Requirements** | * Patient and resilient |  |