



Stroud School

King Edward VI Preparatory School

Job Description



Science Assistant

PROFESSIONAL DUTIES AND RESPONSIBILITIES

These are undertaken in consultation with the Headteacher, Deputy Headteachers and Head of Science.

Science duties

1. Manage the Prep Room resources. This will include;
 - Maintaining an up to date log of all equipment
 - Ensuring equipment is organised and easily accessible
 - Ensuring chemical cupboards are kept up to date and well-stocked
 - Stock control of all resources, including preparing lists of replacements as required
 - Ordering new resources
 - Maintenance, preparation and cleaning of laboratory equipment
 - Ensuring the Prep Room is neat and organised
2. Preparing and providing equipment for lessons. This will include;
 - Preparation of laboratory solutions, under the guidance of the Head of Science if necessary
 - Reprographic work as required.
 - Organising resources for groups and classes as per lesson plans
3. General administrative duties. These will include;
 - Organisation and maintenance of efficient storage systems for equipment and materials.
 - Stock control including preparing lists of replacements as required.

In addition to the above the post-holder will demonstrate the following attributes;

- A willingness to assist during lessons
- Excellent communication skills
- To be proactive in aiding children's learning
- To keep abreast of developments in science
- A genuine interest in science

Discipline, Health and Safety

- Safeguard and promote the welfare of children by following the school's Safeguarding Children Policy document.
- Follow the Stroud School Behaviour policy.
- Ensure that all health and safety and child protection procedures are followed together with school rules and regulations.
- Undergo regular First Aid Training.

Management

- Uphold the ethos and values of the School co-operating with the Head of Science, Headmaster and Management team in all matters concerning the running of the school.
- Ensure that children show respect and take responsibility for their learning environments.
- Support the teacher's classroom management and organisation of resources.



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Staff Meetings

- Participate in Departmental and school staff meetings when required.

Duties and Cover

- Participate in school duties, including Outside Cover and Lunch Duty.

Administration

- Assist with School and National Documentation effectively and efficiently when required.

Further details about the professional requirements of staff working at Stroud is provided in the Staff Handbook. This is up-dated every year and staff are expected to be aware of, and comply with, all School policies. Within reasonable limits, practitioners are expected to use whatever is necessary of their own time, either at School or at home, in order to complete their professional duties. It is also the expectation that staff will make a significant contribution to the Co-curricular life of the School. Part-time staff are expected to make a pro rata contribution to all aspects of School life, including administrative and pastoral duties, co-curricular involvement and INSET.

Other tasks may be considered necessary by the Headteacher, Head of Science in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted in light of further appointments to the school or to reflect the School Development Plan.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety;
- Promoting and safeguarding the welfare of children and young persons for you are responsible, or with whom you come into contact with,

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement and School Policies at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the Headmaster, the school Child Protection Liaison Officer or the Head of Learning Support.

As an Equal Opportunities employer, Stroud School is committed to ensuring that its Employment Policy and procedures provide equality of opportunity.

This job description is current at the date shown, but following consultation may be changed to reflect or anticipate changes in the job with are commensurate with the salary and job title.