

John F Kennedy Catholic School

Job Description

Job Title: Science Technician
Responsible to: Senior Science Technician
Grade: H2
Hours: 37 hours per week, term time only
Date: March 2016

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the job title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To ensure the efficient preparation and organisation of equipment for lessons as required.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Main Responsibilities

1. To design practical's and make equipment as required
2. To clean equipment and laboratories after each lesson and any chemical spillage which occurs
3. To ensure safe storage and use of laboratory equipment
4. To support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment
5. To liaise with other departments and schools regarding the use of additional or specialist equipment
6. Monitor and manage stock and suppliers. Ordering of stock as required undertake routine photocopying as required
7. To liaise with maintenance staff regarding any gas/fume problems which may occur
8. To ensure the application of Health and Safety procedures and to raise awareness of Health and Safety issues specifically in relation to laboratories
9. To undertake any training commensurate with the post
10. To carry out such other duties as required, and as are commensurate with the grade of the post

Person Specification

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multitask and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion

Specific Skills

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check