**SION-MANNING CATHOLIC GIRLS’ SCHOOL**

**JOB DESCRIPTION**

**POST:** Science Technician– 41 weeks

(39 weeks term time plus two weeks extra as directed by your Line Manager)

**Grade:** Full Time (8.00am – 4.00pm) Scale 2

**Responsible to:** Subject Leader Science

We are a Catholic School and we expect all employees to support the vision and values of the school; in all their actions and the role model they provide to learners and other adults in the school and beyond.

**Job Purpose:**  To support and deliver learning in Science– by supporting students

To support and deliver learning in Science– by supporting teachers and senior leaders

To support and deliver learning in Science – by ensuring that the classroom is prepared at the beginning of each lesson

To support the school in the implementation of its key priorities as detailed in the School Improvement Plan

**Main Responsibilities:**

* To support teaching staff in the process of their duties as directed by Line Manager
* To deliver and set up equipment in labs. To clear apparatus and wash up after practical lessons. To keep the labs and preparation rooms safe, tidy and well organised as directed
* To set out chemicals, make up solutions and assemble apparatus and equipment in the labs for practical work by students and teachers as directed, paying full regard to any relevant safety procedures as determined by departmental safety policies
* To trial practical activities and assist where required in practical lessons
* To provide technical support to teachers and students (including Health & Safety requirements)
* To dispose of waste materials and clean any apparatus and equipment materials as directed in a manner consistent with the department’s safety policy
* To ensure that equipment and chemicals are stored in a safe and appropriate manner consistent with the department’s safety policy as directed (collating, checking, stocktaking and returning chemicals and equipment to stores).
* To construct and modify apparatus as required
* To undertake or arrange for maintenance and repair of equipment and apparatus
* To carry out risk assessments for technician activities as directed by Line Manager
* To order equipment, books and resource materials as directed, after agreement with your Line Manager using the school’s ordering system
* Check deliveries received. Keep invoices and check these with Finance Office
* To monitor and order stationery
* To photocopy material for teaching staff and the department as directed
* Ensure that the resources are maintained in a safe condition for students and school staff, including safety checks on, for example, Bunsen tubing, eye protection, lab coats, glassware and chemicals, prep rooms and stores
* Participating in the maintenance of satisfactory standards of safety and security in accordance with COSHH regulations, the Health and Safety at Work Act and departmental, school and Borough safety policies
* Prepare cover work for teachers and assist in the delivery of the lesson.
* Facilitate after school activities and open days.

**General Duties:**

* To assist with exhibitions and displays for special events and open days within the Science department and generally throughout the School.
* To assist with operation of audio visual equipment throughout the School
* To assist with the preparation of materials for teaching and learning, including reprographic work, practical preparation and examination materials, both for the Science department and generally for the whole School. This will include mock exams, Mass booklets and profiles etc.
* To support the development of ICT
* To attend morning briefings, full staff, departmental and other meetings with staff working groups as requested.
* To take part in training and performance management procedures.
* To support overall welfare and good discipline of students.
* To produce worksheets, research and find information for the Science Department using appropriate resources e.g. internet
* Any other duties commensurate with the grade of the post as directed by the Headteacher and/or his authorised persons.

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**JOB SPECIFICATION**

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**Essential**

* strong practical and organisational skills with the ability to manage your own workload
* excellent scientific and technical knowledge and good IT skills evidenced by qualification
* Maths & English to at least GCSE or equivalent
* good communication and teamworking skills
* the ability to cope with competing demands
* a thorough, meticulous approach
* the ability to work using your own initiative
* good punctuality

**Desirable**

* any degree that has a technical, IT or scientific element may be helpful
* an understanding and knowledge of schools and education
* previous experience working in a school