

**JOB DESCRIPTION**

**School:** The London Nautical School

**SECTION A: Reporting to: Head of Science**

Job Title:	Science Technician
Grade: Insert Existing/Expected grade	S01 (Current Grade)
Reporting to:	Head of Science

**SECTION B: Responsible for/Staff Supervised**

None

**SECTION C: PURPOSE OF POST**

To provide technical learning support to the department in all the science disciplines, ensuring that practical work continues to meet the requirements of the curriculum and is conducted in a safe and proper manner.

**SECTION D: Main duties and Responsibilities/Functional Links****Resource Management**

1. Ensuring that appropriate stock levels of apparatus and materials are maintained including maintaining stock records. Maintaining stock books and carrying out stock checks.
2. Under the supervision of the Head of Department, placing and progressing orders and checking deliveries, including local purchases of specialist items where necessary.
3. Identifying equipment needs in consultation with science staff and participating in the selection of new equipment.
4. Responsible for the organisation and storage of equipment, materials and apparatus including chemicals, in accordance with department policy and established guidelines.
5. Participating in the development of the Science Department practical and technical facilities to meet teaching/learning needs. Designing, constructing and modifying apparatus in order to meet the changing needs of the curriculum.
6. Ensuring the maintenance of laboratory services and facilities. Liaising with the Premises staff where necessary.
7. Liaison with other departments within the school and other establishments and Local Authority as necessary.

**Technical Duties**

8. Preparing material and setting up apparatus for practical work in the science laboratories, clearing away same and disposing of waste using approved protocols. Cleaning and storing equipment for re-use.
9. Setting up and maintaining specialist resources including plant and animal collections.

10. Disposing of waste laboratory materials including chemicals, microbiological waste and animal carcasses, in accordance with established guidelines.
11. Maintenance, including repair and arranging repair by outside agencies when necessary, of department apparatus and equipment. Overall responsibility for maintenance records.
12. Advising and assisting science staff with lessons as necessary, particularly where they have had limited induction and/or experience of conducting practical work.
13. Other appropriate technical duties as requested by the Head of Science.

### **Safety**

14. Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School/Authority Policy. Attending safety courses and updates when necessary.
15. Responsible for annual monitoring of fume cupboards in accordance with current legislation. Keeping written records.
16. Responsible for annual monitoring of pressure vessels in accordance with current legislation. Keeping written records.
17. Responsible for ensuring safe storage, distribution and use of radioactive sources, in accordance with current legislation. Keeping written records.
18. Providing risk assessments where necessary.

### **Data Protection**

1. It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities –**

1. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

1. Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Safeguarding (Mandatory)**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

**B. Functional Links**

Line Manager – Head of Science

Staff

Students

Parents

Governors

Local Authority

Outside Agencies

<b>SECTION E:</b>	Other relevant matters
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None

<b>SECTION F:</b>	Signatures – Job Description discussed and agreed
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Signature of Post Holder: .....

Date: .....

Signature of Line Manager.....

Date: .....

PERSON SPECIFICATION	
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**School:** The London Nautical School

**Job Title:** Science Technician

**Directorate:** Children and Young People's Service

**Grade:** S01 (Current Grade)

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