



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Science Technician

Pay Scale: Sc2, pt 10 – 13 (£19,311 - £20,001pa paid pro-rata)

Contract: full-time, term time only

Reports to: Head of Science

JOB PURPOSE

To undertake, duties in support of the work of the teaching staff in the science department.

MAIN DUTIES AND RESPONSIBILITIES

1. The preparation of materials and equipment for science lessons.
2. Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
3. General duties in support of the teachers in the Science Department.
4. The precise duties would be determined by the Head of Department consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

1. Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage;
- Preparing necessary solutions;
- Checking individual components in and out for class use;
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock;
- Advice staff of any problems, including safety aspects;
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;

- Returning apparatus, etc. and chemicals to storage as soon as practicable;
- Repairing damages or arranging for this to be done;
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets

2. Routing maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room and department policy;
- Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor;
- Storing materials tidily;
- Keeping equipment clean;
- Looking after insects and plants kept by the department;
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc.

3. Maintaining the stocks of science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Ordering of the above
- Checking deliveries

4. Safeguarding

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

Experience and Technical skills (desirable):

- A degree or qualification in a relevant subject
- Experience of working with young people

Professional characteristics:

- Good time management
- Interest in education
- Self-motivation
- Ability to work effectively as part of a team
- Good communication skills
- Good organisational skills
- Commitment to developing art in school
- Commitment to inclusive education and equality of opportunity.

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