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| badge grey St Paul's Catholic College |

**Job Description**

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| Position | Science Technician | Pay Grade | Sc3.17 |
| Department | Science | Work Pattern  36 hours per week for 39 weeks | |
| Line Manager | Team Lead Science Technician |

**Job Purpose**

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| To contribute and support the Head of Science and Team Leader Science Technician in the smooth running of the Science Department by preparing practicals and other resources in the teaching of a range of science subjects. |

**Summary of Key Tasks**

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| **1** | **Technical Support** |
| 1.1 | Preparing the practicals KS3, 4 & 5 onto the trolleys ready to go into the appropriate lesson. Making sure there are sufficient materials, solutions, chemicals and apparatus required for either demonstration or practical work. |
| 1.2 | Preparation of examination materials and investigations |
| 1.3 | Providing technical advice and assistance to teachers, technicians and students |
| 1.4 | Supporting teachers in lessons with practical work where required |
| 1.5 | Supporting the work of the department in achieving the targets set out in the Science Development Plan. |
| 1.6 | Assist staff and students in general practicals, required practicals, science club, and science events. |
| 1.7 | Specific responsibility for the preparation of A Level experiment pertaining to speciality |
| 1.8 | Setting up and testing of demonstration experiments and ensuring that they will work satisfactorily |
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| **2** | **Health and Safety** |
| 2.1 | To undertake to keep abreast of current legislation with regard to HSE, CLEAPSS and COSHH |
| 2.2 | Ability to carry out risk assessments in relation to technician activities |
| 2.3 | Providing technical advice on health & safety issues to teachers and technical support staff especially on experimental work |
| 2.4 | The safe treatment and disposal of used materials, including hazardous substances,  and responding to actual or potential hazards |
| 2.5 | The safe storage and accessibility of equipment and materials |
| 2.6 | Assistance with the safe disposal of biological and chemical residues and other waste materials |
| 2.7 | Inspection, maintenance and correct use of safety equipment. |
| 2.8 | To provide emergency first aid treatment of minor laboratory injuries until a First Aider arrives. |
| 2.9 | Routine safety checks. |
| 2.10 | Follows procedures concerning the safe storage of chemicals, radioactive isotopes and electrical equipment. After training could take responsibility for one of these areas. |
| 2.11 | Locking up of laboratories and stores to ensure equipment is secure. |
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| **3** | **Maintaining effective services to labs and technician areas** |
| 3.1 | Preparation of stock and standard solutions |
| 3.2 | Sterilisation of apparatus for microbiology. |
| 3.3 | Care of plants kept for observational and experimental purposes. |
| 3.4 | Routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard. |
| 3.5 | Maintains miscellaneous items eg the defrosting of fridges, freezers, washing towels stationery etc. |
| 3.6 | Maintaining apparatus and equipment in good working order, carrying out running repairs. |
| 3.7 | Construction and/or modification of laboratory apparatus. |
| 3.8 | Testing new experiments and assisting in devising new practical work. |
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| **4.** | **Administration:** |
| 4.1 | Support the introduction of new schemes of work, through the organisation of new practical activities and resources. |
| 4.2 | Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices |
| 4.3 | Support ‘Every Child Matters’ (ECM) by seeking to promote the students enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school |
| 4.4 | Be aware of and comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection |
| 4.5 | Operating laboratory documentation systems |
| 4.6 | Attend relevant briefings and school meetings as required. |
| 4.7 | Engaging with the School Personal Development Programme |
| 4.8 | Take a full and active part in the College Continuing Professional Development |
| 4.9 | Attending relevant courses in support of the CPD |
| 4.10 | Seek advice from experienced colleagues |
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| **5.** | **Aptitudes:** |
| 5.1 | Communicate effectively with staff at all levels within the school. |
| 5.2 | Work under pressure. |
| 5.3 | Organise and develop effective systems. |
| 5.4 | Be supportive of an effective safeguarding culture within the school. |
| 5.5 | Relate to young people. |
| 5.6 | Take initiative and work independently. |
| 5.7 | Work to high levels of accuracy. |
| 5.8 | Prioritise and plan to ensure completion of tasks. |
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| **6.** | **Skills:** |
| 6.1 | Good level of ICT competence. |
| 6.2 | Time planning. |
| 6.3 | Organisational and administrative. |
| 6.4 | Problem solving. |
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| **7.** | Characteristics: |
| 7.1 | Excellent attendance record. |
| 7.2 | Sense of humour. |
| 7.3 | Committed to achieving success. |
| 7.4 | Self-motivated. |
| 7.5 | Team worker. |
| 7.6 | Flexible. |
| 7.7 | Generosity of spirit. |

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

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| Job Description Approved by **K Oakley** Date 14.5.2018 | |
| Name of the Staff member: ……………………………………………………………. |
| Staff Signature………………………………………………………..(To Acknowledge Receipt of Job Description and Opportunity to Discuss the Matters Contained Within this document)  Date……………………………………………….. |