



# Christ the King College

## Job Description

<b>Job Title:</b>	<b>Science Technician</b>
<b>Lines of Accountability:</b>	Management of this post is responsibility of the School Business Manager; work direction and supervision is responsibility of the Senior Science Technician and the Director of Science
<b>Conditions:</b>	Salary Scale 3; point 14 - 17 37 hours per week; term time plus 5 development days Normal working hours: 8.30am to 4.30pm (Mon-Thurs); 8.30am to 4.00pm (Fri)
<b>Date:</b>	September 2017

### Job Purpose:

To provide technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

### Principle Accountabilities:

- To prepare resources for practical activities as instructed by relevant teaching staff and to ensure that all necessary equipment and materials are available in the appropriate teaching area for the start of the lesson
- To remove relevant equipment and resources after practical activities from the classroom; cleaning any spillages and disposing of hazardous non-hazardous waste in accordance with established guidelines in order to ensure a safe and clean learning environment; to return equipment and resources to the relevant store areas
- To support students in accessing learning activities under the guidance of a teacher and to provide feedback to students in relation to progress and achievement
- To administer routine tests and support the invigilation of exams
- To provide technical advice and guidance to staff and students in order to ensure a safe learning environment
- To carry out risk assessments for technical activities as appropriate
- To assist in practical activities and carry out demonstrations
- To actively promote a healthy and safe working environment by contributing to the monitoring and review of H&S procedures; keeping up to date with current H&S regulations and procedures; ensuring the appropriate handling, storage, and regular maintenance of equipment and materials
- To routinely carry out appropriate checks and maintenance of fume cupboards, chemical stores, first aid kits, and other safety checks
- To assist with the preparation and mounting of displays and visual aids

- To assist with the ordering of equipment and resources in accordance with the College's purchasing procedures; checking delivering; stock taking; and record keeping
- To carry out general cleaning, maintenance and repairs in order to ensure a clean, safe and orderly working environment
- To take care of plants and animals kept within the Science area for teaching and learning purposes, including feeding and cleaning as appropriate
- To provide clerical/administrative support to the Science Department, carrying out photocopying and filing, maintaining records as necessary
- To pursue professional skills and personal development
- To be aware of and support the policies and procedures of Christ the King College
- To work in sympathy with the ethos and aims of Christ the King College.
- To undertake any other duties reasonably directed by the Line Manager, the Business Manager or the Principal

**Conditions of Service:**

The conditions of service applicable to this post are those associated with NJC Clerical Workers.

The College has a non-smoking policy.