

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Science Technician

Job Description

Responsible to: Key Stage 3 Coordinator for Science

Salary Scale: Grade 5

Working Time: Between 26 & 30 hours p/week (to be discussed at interview)
Term time only

Job Purpose:

To be responsible for:

- The preparation of equipment, chemicals and solutions for KS3 science lessons. This should be done two days in advance so that if any material is unavailable it can either be bought locally or the teacher concerned can be informed in time to modify their lesson. (This procedure obviously requires that the teaching staff list their requirements more than two days in advance).
- The prepared equipment should be brought to the teaching room before the start of the lesson and should be removed afterwards. Any unused worksheets should be collected and returned to the filing cabinet.
- Any requested demonstration apparatus, or circuses should be set up following the teacher's instructions.
- A list should be kept of any stock which needs to be replaced or repaired and the attention of the Head of Department should be drawn to any urgent requirements. Any small item which can be obtained locally should be bought using petty cash.
- Equipment and chemicals should be stored tidily and safely. Quantities of solvents in excess of 11cm³ should be kept in the flammable chemical store. Hazardous chemicals should be stored following the CLEAPSE guidelines and poisons and alkali metals should be kept under lock and key.
- The laboratories (classrooms: 40,41,42,43 and 44) and the Science prep room should be kept generally clean and tidy. The cleaners are responsible for waste bins and sweeping floors but the laboratory technicians should keep sinks clean and report any blockages to the caretaker.
- The equipment kept in the laboratories should be regularly checked and stocks replenished. Simple maintenance of apparatus, such as charging batteries, making up wires, soldering and changing fuses, should be undertaken.
- Bottles of laboratory reagents should be topped up regularly.
- Worksheets should be photocopied as required. Supplies of worksheets in the filing cabinets should be replenished so that at least one class set of each is always available, unless otherwise directed by the Head of Department.
- The technician should carry out the annual stock taking, under the direction of the Head of Department, and should assist with the ordering.
- Testing equipment and basic experiments, under the supervision of the Head of Department.
- Where necessary liaising with the D&T technician to prepare items for particular assessments.

General Whole School Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities to all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Sept 2023