



## **JOB DESCRIPTION**

<b>Job Title:</b>	Science Technician
<b>Responsible to:</b>	Chief technician, Head of Science, Heads of Science Departments
<b>Regular working with:</b>	All Science staff
<b>AIMS OF THE POST:</b>	To support a team of Science teachers in the delivery of the school's Science Curriculum and appropriate extension activities.

### **KEY TASKS:**

- To work safely at all times and with due regard to the Science Department's Health & Safety policy.
- To assist the Chief Technician in the practical management and effective delivery of the Science programme.
- To prepare, set out and assemble apparatus as indicated by the subject teacher and to collect in apparatus at the end of each session, checking that no items are missing. To return equipment to designated storage areas and inform the Chief technician of missing items.
- To inform the Chief Technician of any problems related to the smooth operation of practical work.
- To inform the Chief Technician of breakages and the necessity of repair of equipment.
- To repair equipment if possible and as appropriate.
- To inform the Chief technician about pieces of equipment that it is necessary to purchase.
- To check new pieces of equipment as they arrive and assist the Chief Technician in arranging for testing of new electrical equipment.
- To assist the Chief Technician in the preparation of new pieces of apparatus under the direction of the Head of Department.
- To investigate and assess aspects of practical work as requested by the Chief Technician given appropriate prior notice and to contribute to any enhancement or development of existing or new practical experiments.
- To assist the Chief Technician in the preparation of equipment orders for Biology, Chemistry, Physics and Science departments.
- To assist the Chief Technician in the preparation of materials for external practical examinations and coursework.

- To assist the Chief Technician in the dissemination of any information received concerning hazardous materials and Health & Safety matters and to ensure a clear display of appropriate hazard warning signs when appropriate.
- To label hazardous equipment as directed by the schemes of work and other risk assessment that is available and under the direction of the Chief technician.
- To assist in the annual inventory of equipment and materials. To assist with the checking and supplies of stock.
- To carry out Health and Safety checks as appropriate.
- To inform the Chief Technician of Health & Safety issues as they arise.
- To be available at times during the teaching periods of the day as directed by the Chief Technician.

#### **IN ADDITION:**

- To attend Science Department meetings as directed by the Chief Technician, and whole school staff meetings as appropriate and as designated by the Head Master and Head of Science.
- To inform the Chief Technician about issues related to the use of laboratory space and/or the setting out of or collection of equipment.
- To inform the Chief technician of problems related to supplying equipment and/or H & S issues related to Schemes of work.
- To assist the Chief Technician with the process of registration of students during certain activities such as EECA days and coursework.
- To set up data logging equipment as directed by teaching staff
- To trial data logging experiments as directed by teaching staff
- To assist with photocopying materials as requested by the Chief Technician.
- To assist with the issue of student materials.
- To assist the Chief Technician in the arrangement of regular testing of the fume cupboards, autoclave and steam engine.
- To assist the Chief Technician in the provision of materials for the annual checking of radiation materials by the Radiation Protection Supervisor and the biannual check by the Radiation protection Advisor.
- To assist the Chief Technician in keeping a record of equipment which has been borrowed by other departments and to assist in checking its state of repair before issue and after return.
- To attend courses as appropriate.
- To assist with the care of Biological stock.
- To carry out other key tasks that may reasonably be assigned by the Chief Technician.

#### **Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

### **Person Specification**

- A Level or equivalent qualification in Science based subject
- Health & Safety awareness including COSHH
- Excellent written and verbal communication and interpersonal skills
- Able to build relationships with colleagues and students
- Work with diligence and accuracy
- Confident to work independently and as part of a team
- Willingness to work in a flexible manner
- Good planning and organisation skills
- Willingness to learn and undertake training with a commitment to CPD
- Commitment to the ethos and aims of the College

### **General Information**

- Term Time Only (171 days) + 5 INSET + Columban Fayre + Open Day
- Flexible part time position up to 20 hours per week and exact days and start/finish times will be open to negotiation
- Free lunch during term time
- Full time equivalent of £20,369 gross per annum
- Contributable pension scheme into which the College pays 6%
- Car parking on site
- Use of the College Fitness Suite outside of normal school hours