**Job Description**

**The Grammar School at Leeds**

**Job Title:** General Science Technician (Physics)

**Responsible to:** Director of Faculty Scientific Studies and through him/her to the Principal

**Functional links:** Work on a daily basis to the individual Technical Team Leader and the Head of Department (Physics) as determined by the Director of Faculty Scientific Studies, with operational responsibility under the general day-to-day guidance of the Senior Science Technician.

**Hours:** 37 hours per week (excluding one hour per day for lunch break, unpaid). Term time plus 15 days to be worked outside of term time.

**Salary:** GS2/3 points 11-18, £17,681 - £20,541 FTE. Actual salary payable: £14,722 -£17,104

**Main Purpose of Job:**

To support the Team Leader (in support of the Head of Department), the teaching staff and pupils in the preparation of equipment, apparatus, materials and chemicals, the conduct of practical work, the application of health and safety policies and the proper management and maintenance of laboratories and associated rooms.

**Main Responsibilities:**

* To assist in the preparation of equipment, apparatus, materials and chemicals for use in practical activities and to deliver these to and from each laboratory for every practical session.
* To assist in ensuring that all equipment, apparatus, materials and chemicals in all laboratories, preparation rooms and storage areas are in a fit state ready for use; clean, good working order, current and stored safely in accordance with statutory requirements. Any deficiencies in safe storage should be discussed with the Team Leader.
* To assist in ensuring that appropriate stock levels of equipment, apparatus, materials and chemicals are checked periodically and maintained, under the general day-to-day guidance of the Team Leader.
* To assist in maintaining the cleanliness and tidiness of the department, advising the Team Leader and the Senior Science Technician of any deficiencies in either the school cleaning process or the way in which laboratories and other facilities and departmental resources are used.
* To assist in maintaining a safe working environment within the framework outlined in the School Safety Policy and to implement the Science Faculty Safety Policy (including any appendices to that policy).
* To participate in any continuing professional development under the general direction of the Senior Science Technician and the Director of Faculty Scientific Studies. This will include working in other science departments or the GSAL Junior School, participating in courses external and internal to the Grammar School at Leeds and seeking appropriate additional qualifications in support of the role of working as a science technician.
* To act on any reasonable request as directed by the Team Leader or the Senior Science Technician.
* The setting out of apparatus for demonstration or class practical purposes – this may be of particular relevance during coursework activities.
* The construction and/or modification of apparatus and equipment for use in practical activity and its trialling.
* Assisting in practical activities and participating in demonstrating practical techniques;
* Assisting in the organisation of the disposal of waste laboratory materials, including chemicals and microbiological waste in accordance with Health and Safety regulations and the Science Faculty Safety policy.
* To act on any reasonable request as directed by the Director of Faculty Scientific Studies, as appropriate.
* To liaise with other departments and staff within school, other establishments and agencies when required.
* Fully participate as part of the Science Faculty technical team in mutual support of the work of other departments within the Science Faculty (including Junior School), either by direct or indirect involvement as determined by the Director of Faculty Scientific Studies.

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal, or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the School’s Safety Policy and implement it as appropriate.