



MAIDENHILL SCHOOL - JOB DESCRIPTION
TECHNICIAN – Science

Job Title: Science Technician
Salary Grade: E
Responsible to: Subject Leader for Science, Head Teacher

JOB PURPOSE

- To provide practical support for staff and students in the Science Department
- To take responsibility for the stock, organisation and health and safety of the Science teaching area in conjunction with the Subject Leader for Science
- To prepare materials, equipment, science-specific teaching aids and resources for classroom use, under the direction of the Subject Leader for Science and other teachers within the department
- To ensure that resources for practical lessons meet both the health and safety standards and requirements of the classes involved

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that science prep rooms, storerooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety and cleaning of equipment
2. To tidy up and clean materials and equipment, including breakages and spillages, and to ensure a safe working environment at all times
3. To work alongside teaching staff to ensure that all equipment is accounted for, in the correct place and replaced where necessary
4. To ensure that all equipment and materials are stored in a safe and appropriate manner
5. To assist the classroom teacher in the logging in and out of certain items of equipment as required
6. To support teachers and students during practical work, including the safe operation and demonstration of equipment and materials
7. To work with single or small groups of students engaged in practical tasks, as requested by the teacher and under the supervision of the teacher
8. To maintain departmental displays of work in the science area under the direction of teaching staff
9. To comply with all school policies – particularly those on Health and Safety, safeguarding, confidentiality and data protection.

STOCK AND RESOURCES

1. To monitor supplies of stock and inform line manager when further supplies of resources are required; check goods delivered against orders and store safely and appropriately; carry out stock taking and inventory checks
2. To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists
3. To assist with the preparation of materials for lessons, displays, projects and publicity
4. To assist in setting up for practical lessons and demonstrations
5. To organise and store equipment, resources and tools in an organised, safe and secure manner.

6. To undertake checks of equipment and resources to ensure good, safe, working order of all resources, including routine testing and checks, where appropriate organising checks / tests by external contractors
7. Maintain tools and equipment, including construction and/or modification and where appropriate organise support either from within school or from external agencies
8. Contribute to stock maintenance, control and safekeeping.
9. Test new processes.
10. Under instruction and guidance from the subject leader:
 - purchase inexpensive items from the petty cash fund when required for lessons
 - keep an up-to-date inventory of tools, equipment and materials

HEALTH AND SAFETY

1. To be familiar with and advise staff and students on particular hazards of materials and equipment in line with COSHH, CLEAPPs and other relevant health and safety guidelines. To remain aware of current safety guidelines and legislation
2. To undertake basic training to be a first aider, if needed and agreed, and be a nominated first aider for the school as required
3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
4. Co-operate with the employer on all issues to do with Health, Safety and Welfare, including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements
5. Help to ensure that all students follow the correct Health and Safety procedures, e.g. wear the correct protective clothing and ensure classroom staff are aware of any specific health and safety issues
6. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions, e.g. report any equipment that appears unsafe.
7. Contribute to the oversight of Health and Safety within the science preparation/store room.
8. Be familiar with and follow the safe operation of equipment and apparatus
9. Keep legal records as regards alcohol, chemicals, poisons etc
10. Clean and sterilise equipment as necessary
11. Look after animals, plants and any on-going experiments during term and ensure subject leader is aware of any holiday time needs.

SUPPORT & DELIVER LEARNING – SUPPORTING TEACHERS

1. Work effectively as part of the support team and with teaching staff, in contributing to the quality of teaching and learning.
2. Support and complement the work of teachers by:
 - assisting in the preparation of practical resources for the lessons such as preparing materials, equipment, differentiated worksheets or science specific visual aids.
 - responding to individual needs by personalising resources for an individual or a small group.
3. Support staff in using tools, equipment, processes and materials, in order to assist learning in the classroom.
4. Set a good example in terms of personal presentation, attendance and punctuality.
5. In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour or the misuse of tools, equipment and materials that may not be known to the teaching staff.

SUPPORT & DELIVER LEARNING – SUPPORTING STUDENTS

1. Support students in practical lessons when needed, with the selection and use of equipment, processes and materials.
2. Assist students with practical processes.
3. Contribute to activities as indicated within the School Improvement Plan, e.g. by assisting on school outings and various activities.
4. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

CONTINUING PROFESSIONAL DEVELOPMENT

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development and training as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

GENERAL RESPONSIBILITIES

1. To be aware of and work in accordance with the school's safeguarding policies and procedures and to raise any concerns relating to such procedures
2. To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Maidenhill School
3. To contribute to school improvement work ensuring that student learning is central to all activities
4. To attend staff /department meetings, training and school events as required
5. To maintain confidentiality of information acquired in the course of undertaking duties for the department
6. Communicate regularly with department team members, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development
7. To be responsible for your own continuing self-development and engage constructively with the performance management process
8. To undertake any duties appropriate to the grading of this post as required, under the direction of the Head Teacher

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Staff Signature: _____

Headteacher: _____

Date: _____