



Job Description

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Role: Science Technician

Reporting to: Science Technician Coordinator with direction from the Heads of Science

Hours of work: Working hours to be 8.30am to 4.30pm with a lunch break of 30 minutes, five days per week during term time. Some earlier mornings or evening work, for which time off in lieu will be given, may occasionally be required.

Summary role: Ensure a safe, effective, and efficient laboratory technical service for pupils and teaching staff.

Key Tasks:

- a) prepare, deliver, and clear away practicals as required.
- b) assist across all science departments.
- c) assist with distribution and storage of equipment.
- d) maintain equipment in working order by servicing, testing and routine maintenance.
- e) construct or tailor pieces of equipment and trial out new experiments as required by the teaching staff.
- f) assist teaching staff with equipment and resources to enable them to teach with maximum efficiency e.g. use of data-logging equipment.
- g) help to maintain an inventory of equipment and paper resources.
- h) keep laboratories clean (this will involve the cleaning of bench tops and sinks) and storage areas orderly.
- i) be on call to assist in practical sessions when required by teaching staff.
- j) cooperate with the other science technicians in areas such as health and safety and equipment sharing.
- k) attend departmental meetings when necessary and appropriate, to offer support.
- l) all these duties will, from time to time, involve visits to other offices and locations on the large school site.

Safeguarding

This role will require some limited interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.



General responsibilities:

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.