

JOB DESCRIPTION

Science Technician

Promote and exemplify the School Mission:

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- To support the excellent delivery of science by providing practical and technical support in the science labs, and to ensure that the learning environment is a safe and inspiring place to learn.

2. Relationships (including accountability)

- The post holder is accountable to the Head of Science.
- The post holder is also accountable to and works closely with the Science Teacher.
- To foster good working relationships with teachers, teaching assistants, gap students, the Bursar, welfare, domestic, administrative and maintenance staff.
- Able to encourage good relationships and co-operation with pupils, parents and visitors.
- To participate in arrangements for professional development and working with your assigned Staff Appraisal Leader (AL) and Personal Development Leader (PDL).
- To be sensitive to the needs of the pupils.

3. Duties & responsibilities

- Prepare and set out equipment for science experiments and put away later.
- Set up teaching materials and equipment for science demonstrations.
- Monitor levels of chemicals and reorder stock if required.
- Clean chemical apparatus and put it away.
- Maintain clean science labs/prep room in conjunction with the teacher in charge of the room.
- Deliver equipment and apparatus to rooms and then collect it later.
- Dispose of waste materials when necessary.
- Organise and store equipment properly and safely.
- Carry out any necessary maintenance and repair of equipment.
- Obtain regular supplies for experiments by local purchase.
- Place orders and check deliveries or invoices where necessary.
- Maintenance and upkeep of plants in the labs, where necessary.
- Photocopying and laminating to produce games and other resources if necessary.

General:

- Assisting with other supervision and covering for absent colleagues as and when required.
- Participating in staff meetings, attending assemblies and additional School functions (e.g. Open Day) as agreed with the Head of Science.
- To ensure punctuality and example in attitude, manners and dress of at all times.
- To attend INSET training sessions as required to keep abreast of educational change.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies.

4. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

EM 06/19