**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | Faculty Technical Support Assistant (including Cover)  Science |
| **Accountable to:** | Faculty Leader- Science |
| **Line Managed by:** | Senior Science Technician |
| **Start Date:** |  |
| **Hours:** | 33 hrs/wk. 39 weeks  08.25-15.45  Including a 45 min unpaid lunch break |
| **Salary:** | LGPS Grade 6 |

**JOB PURPOSE**

* To support the teaching of the Science Faculty and maintain the workshops/classrooms under the direction of the Senior Science Technician and Head of Faculty.

**OBJECTIVES**

* Prepare classroom materials in advance for Science lessons as required
* Cover lessons to ensure continuity of learning
* Support individual or small groups of students as required
* Providing efficient and high quality administrative support for the effective running of the faculty

**MAIN DUTIES**

* To prepare classroom resources, setting out materials, equipment and components for practical lessons, ensuring a safe working environment, cleaning, storing and disposing safely of materials and equipment after use.
* To cover occasional lessons within the Faculty
* To maintain Science equipment and materials, including cleaning.
* To monitor the use and level of materials and consumables, and working with the Senior technician, re-order as necessary
* Check deliveries, sign delivery notes and return them to the General Office.
* Assist the Science Faculty with administrative and clerical duties as directed
* To undertake regular and elementary maintenance, safety checks, care and minor repairs of tools and machinery as required

*Areas of responsibility depending on knowledge and experience:*

* Radiation protection supervisor: Responsible for all protocols regarding the use, storage and disposal of radioactive metals and other sources of ionising radiation.
* Training staff on how to carry out complicated practical procedures/helping to demonstrate (especially radioactive sources)
* Construction of laboratory apparatus and equipment as required
* Preparation of chemical solutions
* Sourcing specialised physics equipment at the best price
* Development and maintenance of: Pond, greenhouse and flower meadow
* Maintenance of data-logging equipment as required by Senior Technician

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: February 2019

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation