

**COLTON HILLS COMMUNITY SCHOOL
JOB DESCRIPTION**

Post Title:	Science Technician
Purpose:	To work under the direction of the Team Leader Science Technician to ensure effective support for all matters relating to the Science Department
Reporting to:	Coordinator of Science and the Team Leader Technician.
Responsible for:	Coordination of the use of practical Science resources and facilities and to provide equipment as and when necessary to meet the needs of the Science curriculum. This may, but not necessarily, involve giving technical advice, and health and safety advice, to teachers, other technicians and students. To deputise for the Lead Team Technician in their absence.
Liaising with:	Teaching staff, other Technicians and relevant support staff, LA staff, external agencies and parents/guardians.
Working Time:	37 hours per week, Term Time Only
Salary/Grade:	NJC Support Staff - Grade 4 - LPP 7 - 11 (£25,584 - £22,005 FTE) Pro Rata - Actual Starting Salary - £22,006
Disclosure level	Enhanced - working with individuals and small groups.
Organisation	<ul style="list-style-type: none">• Coordination of the use of practical resources.• Ensuring the effective deployment of practical resources as and when requested by staff.• Effective stock control.• Contributing to the risk management process.• Contributing to an up to date Science Staff Handbook.
Administration:	<ul style="list-style-type: none">• Systems to effectively manage the practical needs of lessons.• Complete delegated Risk Assessment processes.• Contribute to and support the production of an effective, up to date Science Staff Handbook.• Contribute to and support the effective displays of student work in the science area.• Supporting the administrative needs of the Department.
Resources	<ul style="list-style-type: none">• Provide advice in meeting the practical needs of the science curriculum.• Keep up to date with all relevant health and safety and technical guidance.• Assist with marketing and promotion of the Science Department and the school• Support the administration procedures in relation to Science educational visits• Assist with the planning, monitoring and evaluation of the Science budget.

Responsibilities

- Supporting the coordination of the use of practical resources to include preparing practical's prior to lessons, delivering practical resources to Laboratories, setting up apparatus and equipment in classrooms, and ensuring effective cleaning of resources following practical work.
- Comply with and assist with the development of policies and procedures relating to health and safety, risk assessments,
- Catalogue examination papers.
- Assist in the maintenance and re-stocking of plant and animal resources.
- Test, collect and clean examination apparatus.
- Cleaning away apparatus and chemicals.
- Disposing of solutions.
- Providing appropriate information regarding stock needs.
- Preparation of stock solutions.
- Maintaining a stock of glassware.
- Assisting in the general upkeep of the Science Technician Laboratories and storerooms.
- Photocopying resources, resource management, and producing quality displays.
- Organising and maintaining paper resources for the Science curriculum.
- Liaising effectively in the event of a chemical spillage.
- Constructing and modifying any Science apparatus.
- Participate in and play a full part in the annual stock-taking process and the general stocktaking of materials.
- Communicating lesson requirements to cover staff.
- Carrying out trials of new practical work to include examined practical work.
- Cataloging audiovisual recordings and making these available when requested.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

Communications:

- To help ensure that all members of the team are familiar with Health and Safety and Technical legislation associated with the Science area.
- To ensure effective communication/consultation as appropriate with the parent/guardians of students.
- To liaise with relevant internal bodies and other relevant external bodies.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Assisting with the supervision of pupils at break and lunchtimes.

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review process
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

General

- This job description is current at the date shown, but in consultation with you through the Support Staff Annual Review process, this may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Experience

- Experience of working within a Secondary School Science Department.

Qualifications/Training

- Appropriate Degree
- Very good numeracy/literacy skills

Knowledge/Skills

- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Very good ICT skills
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities