

Job Description for the Post of Technician for the Science Department

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To:

To be responsible to the Head of Science through the Senior Technician.

Main Purpose of Job:

To work with other Science Technicians as a member of a team, providing specialist science support to the Science Department under the day-to-day direction of the Senior Science Technician. To share a role in the implementation of the aims of the school in creating a caring, safe and purposeful learning environment and to demonstrate awareness of the needs of all students, with particular reference to those with special needs.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To prepare materials and any equipment as required for the teaching of science.
3. To ensure that science teaching areas are prepared and serviced in readiness for lessons.
4. To clear away apparatus and equipment after use and to clean glassware.
5. To ensure the safe and secure storage, handling, movement and disposal of all chemical and biological substances.
6. To support science teachers' planning by trialing experimental procedures and offering advice when required.
7. To assist the Senior Technician in the security, maintenance and repair of equipment, materials and teaching resources, including health and safety, ICT and AV equipment.

8. To be involved in the maintenance of stock records and the ordering of supplies.
9. To maintain cleanliness and tidiness in the teaching and preparation areas in accordance with the Health and Safety practices.
10. To be aware of current COSHH and Health and Safety regulations and to bring to the attention of the Senior Science Technician any areas of concern in these matters.
11. To undertake training where necessary in accordance with the school's aims for continued professional development of all staff.
12. To provide First Aid where necessary.
13. To undertake other duties as required in line with grade and responsibilities of the post.

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