

GLF Schools Job Description

Job Title	Technician – Science	Job Reference	ROSST0725
Location	Rosebery School	Travel required	No
Core purpose			
<p>To work with a team of technicians to provide technical support to the Science Department. Under the guidance of the Senior Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.</p>			
Key Accountabilities			
Practical			
<ul style="list-style-type: none"> ● Preparation of resources and assembling apparatus. ● To Support the Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. ● Carrying out risk assessments for technician activities ● Assisting in practical classes and carrying out demonstrations ● Disposal of waste materials ● Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. ● Organising, storing and checking the condition of chemicals and equipment ● Constructing and modifying apparatus. ● Setting up and caring for plant and animal collections ● Preparing standard solutions, purifying chemicals, treating waste ● Collecting, checking and returning equipment to stores ● General Laboratory cleaning of bench surfaces and fixed equipment ● General cleaning and repair of equipment ● Under the guidance of the team—leader technician, ensuring that both routine and non—routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard ● To undertake from time to time such work as may be determined by the Head of Science or the Head of School 			
Health and Safety			
<p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> ● Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources ● Keeping up to date with current procedures and practices through continuing professional development 			

- Providing technical advice and support on health and safety issues to teaching and trainee technical staff
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials
- Giving health and safety advice to technical staff, teachers and students.

General Duties and Responsibilities

KS3, KS4 and A level practical preparation

- Assistance with KS3 curriculum, all sciences
- Keeping up to date with health and safety requirement and with developments in practical science. (Attending courses and reading publications.)
- Giving technical advice to teachers, technicians and students.
- Preparing and collating worksheets and folders for new Schemes of Work.
- Maintaining lesson folders and setting up pupil folders.
- Filing of pupil coursework and maintaining pupil records.
- Management and coordination of subject schemes of work.
- To assist the team-leader/senior technician with the day to day organisation and development of trainee staff to ensure that essential performance criteria are met.
- Assisting in the training of trainee teachers by providing specialist technical advice and support

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.