

## JOB DESCRIPTION

| <b>Job Title</b>   |
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| Science Technician   |
| <b>Salary Range</b>  |
| Grade C (3-6)  |
| <b>Line Management Responsibilities</b>  |
| None   |
| <b>Line Manager</b>  |
| Department Lead  |
| <b>Base Location</b>   |
| School   |
| <b>Purpose of Role</b>   |
| To work under supervision and direction as part of a professional team to support learning by providing technical assistance, through the preparation and day to day maintenance of teaching areas and equipment for pupils.   |
| <b>Key Accountabilities</b>  |
| <ul style="list-style-type: none"> <li>• Prepare specific resources / materials / equipment for lessons, as directed lifting and moving equipment.</li> <li>• Maintain sufficient supplies of materials to enable delivery of lessons</li> <li>• Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse</li> <li>• Clean and undertake day to day maintenance of equipment as needed and as directed to ensure it is clean and in good working order</li> <li>• Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager</li> <li>• Undertake basic record keeping as directed.</li> <li>• Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.</li> <li>• Assist in delivering practical learning activities for pupils</li> <li>• Provide clerical and administrative support as directed</li> <li>• Order supplies as directed, ensuring best value for goods is achieved</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Advising staff on safety issues and trialling practical work where necessary</li> <li>• To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.</li> <li>• To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste</li> <li>• To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.</li> <li>• Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance.</li> <li>•</li> </ul> |
| <b>Knowledge and Experience</b>  |
| <ul style="list-style-type: none"> <li>• Working at or towards appropriate national occupational standards (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role.</li> <li>• Knowledge / skills equivalent to national qualifications level 2 or equivalent experience in a specialist area</li> <li>• Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2.</li> <li>• Knowledge of COSHH and CLEAPS guidelines including the safe storage and disposal of chemicals and other hazardous materials</li> </ul>  |
| <b>Personal Qualities</b>  |
| <ul style="list-style-type: none"> <li>• Can communicate with pupils and adults to provide technical information and provide support for pupils' learning.</li> <li>• Is able to regularly lift and move objects up to 15kg in line with Health and Safety practices, push and pull resources, materials and equipment which may be awkward or heavy</li> <li>• Requires sensory attention for preparation of equipment, working with groups in an environment where work may be interrupted.</li> <li>• A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church</li> </ul>  |
| <b>Expected Outcomes</b>   |

- Resolve problems in relation to resources / materials and equipment and practical learning activities.
- Assembly, disassembly and clean equipment
- Activities are undertaken under the general direction of other staff following the required procedure.
- Work largely from instruction, but can make decisions involving the use of initiative, making suggestions for improvement when necessary and appropriate.
- Prepare materials and equipment for pupils and assist in delivering practical activities.
- Implement specific health and safety policies relating to potentially dangerous materials or hazardous materials/substances.
- Responsible for selecting, ordering and maintaining materials and equipment under direction and maintaining and updating records.
- May demonstrate own duties to new or less experienced staff.
- Work in an environment which is regularly exposed to dirt, fumes, chemicals, liquids, possible hazardous materials, working in a kitchen or working with potentially dangerous equipment.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

### **Data Protection**

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.

