



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Science Technician</b>
<b>GRADE:</b>	<b>Scale 3, spinal point 14 - 17</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Science Technician</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Leader Science Technicians</b>
<b>HOURS OF WORK:</b>	<b>36 hours per week, term time plus 5 inset days</b>

### **Purpose of Job**

- To provide a technician service to the Science Department
- To provide a particular responsibility for the provision of technical services to the Integrated Science Department and the resourcing of KS3 throughout the school
- To carry out duties with regard to the school's Equal Opportunities Policy

## **PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

### **PROVISION OF PRACTICAL REQUIREMENTS**

- Preparing apparatus, materials and solutions, checking, issuing equipment, and setting up apparatus for activities in the department.
- Storing centrally Science activities for Key Stage 3 and 4. Preparing practical for science activities and delivery of lesson materials to respective laboratories as directed by Senior Science Technician.
- Setting up and on occasions carrying out demonstrations.
- Retrieving and clearing away apparatus etc.
- Disposal of waste laboratory materials including chemicals, microbiological waste in accordance with established guidelines and Health and Safety requirements.
- The setting up and first time maintenance of visual and aural aids.
- Performing reprographic tasks, including photocopying resources from any Key Stage when directed to do so by the Senior Laboratory Technician.
- Covering work for an absent colleague when directed to do so by the Senior Laboratory Technician or Team Leader Technician.

### **MAINTENANCE OF FACILITIES AND RESOURCES**

- General maintenance (including cleaning) of apparatus and equipment.

- General maintenance of each laboratory or room, including the care and maintenance of services, store, laboratory workshop equipment, drainage systems (e.g. sinks) work surfaces i.e. graffiti from benches, cleaning whiteboards, and reporting any repairs to the Senior Laboratory Technician.
- Participating in the organisation and storage of equipment, apparatus and materials in accordance with statutory requirements.
- Maintenance of stock to meet requirements, receipt, recording and storage of new materials (including those that require special care i.e. toxic chemicals), the return of empty containers and notification of the appropriate person for the disposal of chemicals etc.
- The keeping of stock records, breakage records and any other such records required by the school.
- The construction of apparatus for general or demonstration use and the repair of apparatus.
- Setting up and maintaining science faculty resources including plant and animal collections.
- Monitoring the number of textbooks or worksheets borrowed by a classroom teacher. Working with Senior Science Technician to audit and re-distribute textbooks as required

### **ORGANISING AND MANAGING PRACTICAL PROCEDURES**

- Assisting with the organisation of the technician service to the department by following systems set up by the Senior Laboratory Technician for the organisation and administration of the technicians' service.
- Ensuring that appropriate stock levels are maintained, writing appropriate orders and liaising with the Senior Laboratory Technician to ensure that such orders are appropriate and can therefore be placed.

### **DEVELOPMENT**

- Advising teaching staff regarding the technical requirements of the curriculum, taking part in the development of the department's practical resources, including trialling and providing costings.

### **TECHNICAL ADVICE AND ASSISTANCE**

- Technical advice and assistance to teachers and students, assisting practicals where appropriate.
- Preparing practice experiments for teachers upon reasonable request.

### **SAFETY AND SECURITY**

- The reduction of laboratory risks, first aid treatment, (subject to qualifications held by the assistant), and in accordance with the laid down policy of the school.
- Maintaining standards of safety and security within the technician service as set out in the departmental guidelines.
- Issuing appropriate Hazard cards when chemicals are issued to staff.
- The post-holder will at all times carry out their duties and responsibilities in accordance with, and due regard to, the Health and Safety at Work Act.

### **OTHER DUTIES**

- Any other reasonable tasks as requested by the Senior Laboratory Technician or team Leader Science Technician to aide teachers in the provision of learning for students whether scheduled in time-tables or extra-curricular

- Staff flexibility to be accommodated in different areas to their own speciality at times of high demand, staff changes or during staff shortages as directed by Senior Science Technician.

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

**General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*