



Job Description



Name:

Job Title: **Science Technician**

Band: **Band 2**

Responsible to: Senior Science Technician/ Head of Science/Headteacher

Responsible for:

JOB PURPOSE

- To provide full technician preparation and organisation to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.

KEY RESPONSIBILITIES

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur.

Specific Responsibilities

- To ensure safe storage and use of laboratory equipment.
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To assist in preparing lesson materials in other departments from time to time.
- To liaise with other departments/schools re use of additional/specialist equipment.
- To refer stock requirements to the Senior Science Technician.
- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of pupils in the department.

Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses



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Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- 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

Signed:

_____ Post Holder

_____ Line Manager

_____ Head of School

APPENDIX 1: Person Specification

| General | Detail | General Examples | Specific examples (where |
|--|--|------------------|--|
| Qualifications & Experience | Specific qualifications & experience | | Successful experience of administrative work in a busy school |
| | Knowledge of relevant policies and procedures | | Working knowledge of general school policies and procedures Working knowledge of payroll systems, employment contracts; |
| | Literacy | | Good reading and writing skills |
| | Numeracy | | Ability to count and undertake complex calculations |
| | Technology | | Ability to use photocopier Ability to use word processor, databases and other IT applications |
| Communication | Written | | Ability to complete detailed reports, forms and letters |
| | Verbal | | Ability to exchange verbal information clearly and sensitively with children and adults |
| | Languages | | Overcome communication barriers with children and adults |
| | Negotiating | | Ability to consult with colleagues in an effective way |
| Working with children | Behaviour Management | | Understand and implement the school's behaviour management policy |

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|---------------------|---------------------------------------|--|--|
| | SEN | | Good Understanding and support the differences in children and adults and respond |
| | Curriculum/School organisation | | Good understanding of the learning experience provided by the school in relation to the role |
| | Child Development | | Good understanding of the way in which children develop in relation to the role |
| | Health & Well being | | Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell |
| Working with | Working with partners | | Understand the role of others working in and with the school |