

JOB DESCRIPTION



School: The FitzWimarc School

Post: Science Technician

Responsible to: Head of Science / Senior Science Technician

Band: Local Government Scale 4 pts 6-7

Post Holder:

Purpose of the job:

To provide full technician support to teaching staff, particularly in relation to the preparation and cleaning and clearing of lesson materials and resources. Support teachers in the provision of a high quality education for all pupils, assisting them in the attainment of school and departmental aims. To be aware of school policies, especially those relating to health & safety, pupils and staffing. To have an understanding of legal requirements relating to the use of scientific equipment and materials, especially those which represent a potential risk to pupils and staff.

Duties and Responsibilities:

- To ensure efficient preparation and organisation of equipment for lessons as required.
- To receive from teaching staff written resource requisitions in line with National Curriculum schemes of work and ensure their implementation.
- To deliver/collect equipment and materials after use and check/clean as appropriate.
- Clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- To be responsible for the organisation of science prep rooms.
- To maintain a set of 'Hazcards' in each designated laboratory and prep room.
- To advise teachers about problems with apparatus/equipment.
- To ensure safe storage of laboratory equipment.
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To carry out simple repairs and make simple apparatus for class or teacher use.
- To notify senior technician about stock deficiency.
- To liaise with other departments/schools re use of additional/specialist equipment.
- 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.
- To undertake routine photocopying as required.
- To format (if required) and arrange for the printing of worksheets, question booklets, revision tests etc.
- Undertake invigilation of internal and public examinations as required

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Respect confidentiality at all times
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

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 at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date