



Job Description SCIENCE TECHNICIAN

Reports to: Head of Department, Science

Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

1. MAIN PURPOSE OF JOB

- Work with your line manager to assist the Headteacher and Governors in their duty to ensure the College meets its statutory and educational aims.
- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal opportunities, Confidentiality, SEN Code of Practice, as well as general staff procedures.
- Work with the Senior Science Technician and science staff to provide comprehensive, practical, demonstration, assessment and examination support to science teachers, ensuring that timetable deadlines are met and all relevant safety procedures are adhered to as far as practically possible.

2. MAIN RESPONSIBILITIES

- To establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.

Key Responsibilities	Activities that are Likely to be Carried Out	Suggested Frequency
Under the (overall) control 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.	• Preparation of resources, assembling apparatus.	Daily
	• Obtaining materials by local purchase.	Weekly
	• Giving technical advice to teachers, technicians and students.	Daily

	<ul style="list-style-type: none"> Carrying out risk assessments for technicians and students Assisting in practical classes and carrying out demonstrations. 	Daily Weekly
<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; The provision of 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 health and safety storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> Keeping up to date with health and safety requirements and with developments in practical science (Attending courses and reading publications) Giving health and safety advice to technical staff, teachers and students. Undertake a First Aid course (if not already qualified) for whole school first aid provision. Disposal of waste materials. Organising, storing and checking the condition of chemicals and equipment. Assisting with field trips and visits. 	As required Daily As required As required As required As required
To assist the senior technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.	<ul style="list-style-type: none"> Organising and supervising trainee technicians as required. 	Daily
To contribute to the design, maintenance of specialist resources and/or long-term projects.	<ul style="list-style-type: none"> Constructing and modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste. To liaise with specialist agencies. 	As required Daily As required As required
To support the senior technician in ensuring the availability of suitable materials and equipments, 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. Keeping up-to-date stock records.	<ul style="list-style-type: none"> Checking and ordering stock. Keeping stock records. Maintaining resources: equipment and chemicals. Assisting with the movement of materials/subject resources, including text books. 	As required Annually As required As required
Under the (overall) guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning,	<ul style="list-style-type: none"> Collecting, checking and returning equipment and textbooks to stores. 	Daily

maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.	<ul style="list-style-type: none"> • General laboratory cleaning of bench surfaces, laboratory sinks, fixed equipment and whiteboards. • Cleaning and repair of equipment. • Photocopying, laminating, collating and binding. 	Weekly Monthly As required
To contribute to the Science Department's preparation and presentation at Open Evening events.	<ul style="list-style-type: none"> • Preparing resources and experiments for Open Evenings. • Being present to support teachers and student on Open Evenings. 	Annually Annually
Other reasonable tasks as directed by the Senior Technician		As required

Performance Management

- Model high professional standards
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file).

3. OTHER DUTIES AND RESPONSIBILITIES

- Undertake such other duties as the Headteacher from time to time may direct.

This is a description of the main duties and responsibilities of the post at the date of production. This job description is not necessarily a comprehensive definition of the post. The duties may change over time as requirements and circumstances change. The job description will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.