



Job Description

Post: Science Technician

Salary Scale: Grade 4 (Points 8 to 11)

Post Holder:

Preamble:

All non-teaching staff are employed to facilitate the work of the school in carrying out its prime function: the education of young people. In carrying out specified administrative functions and thereby providing a service to the teaching staff, administrative staff enable teachers to focus on the key tasks of teaching and learning. Administrative staff are expected to carry out the reasonable instruction of any member of the teaching staff in furtherance of the prime function of the school.

General Duties:

- To carry out duties within the Science Department to prepare teaching materials, maintain stock and provide administrative support to members of the department
- To carry out duties in line with the Local Government Conditions of Service manual.
- To ensure that Health & Safety requirements are observed.

Responsible to:

The Head Teacher, through the Business Manager and Head of Science.

In cooperation with:

- Inspectoral, advisory, consultative and other county or national support services
- Colleagues in associated primary schools and other secondary, tertiary or higher education establishments.
- Colleagues and functional groups within the school management and government system.
- Pupils, parents/guardians and the wider community.

Working Time: 31.25 hours per week

Disclosure: Enhanced



Specifically, responsible for:

- Ensuring that health and safety requirements are met through the monitoring and maintenance of chemicals, specimen and laboratory equipment resources.
- Supporting teachers through the organisation, preparation and presentation of resources for lessons.
- Helping to ensure minimum wastage of resources.
- Clearing up and safely disposing of chemical spillages.
- Monitoring and maintaining apparatus in a clean, safe and functioning condition and liaising with safety inspectors to check safe working of fume cupboards.
- Assisting with the ordering of new stock and storing and issuing exercise books and other stationery.
- Organising the audio-visual, software and hardware resources available to Science.
- Assisting teaching staff occasionally with practical demonstrations.
- Ensuring at the end of each working session that mains gas and electrical supply in each laboratory is properly turned off, safety equipment is checked, sinks and taps are clear, safety glasses are fit to be used by pupils and that items of hazardous stock, ICT and audio-visual equipment are securely stored.
- Following the guidelines of current policy and legislation to ensure personal health and safety at work.

Communications:

- To communicate and coordinate with the other part-time Science Technician in the preparation and delivery of requisitions for practical lessons.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Quality Assurance:

- To help to implement school quality procedures and to adhere to those.
- To lead the process of monitoring and evaluation of the administrative system in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the administration functions of the school.

Staffing:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.

Staff development:

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.



Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and, where appropriate, learners to follow this example.
- To promote actively the school’s corporate policies.
- To continue personal development as agreed.
- To comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress in a manner in keeping with their employment in a school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:

Print Name:

Date: