

ROKEBY SCHOOL JOB DESCRIPTION

JOB TITLE: Senior Science Technician
MANAGED BY: Head of Department
CONDITIONS: Term Time Only; GLPC Scale 5 Point 12 - 15
PURPOSE OF JOB: To provide a laboratory support service to Science teachers

Duties and Responsibilities

1. To generally organise laboratories and ensure their tidiness in terms of equipment and materials, giving particular attention to all health and safety requirements.
2. The setting up of apparatus required for specific demonstration or other teaching purposes.
3. To ensure the general tidiness and cleanliness of laboratories with particular emphasis on benches and sinks.
4. To undertake the first-line maintenance and care of equipment.
5. To construct simple items of equipment for demonstration purposes and/or students' use.
6. To prepare and issue materials from stores to students and teachers, checking on quantities issued and returned as appropriate and reporting on deficiencies.
7. To lift and transport items including equipment.
8. To undertake the safe disposal of unwanted materials and to ensure the safe storage of potentially dangerous materials in compliance with Health and Safety Regulations and codes of practices.
9. To print and photocopy documents for the science department.
10. To supervise and manage the work of the science technician.
11. Availability to work for one or two additional weeks during the summer holidays depending on department needs to be mutually agreed as and when required.

Additional duties

12. To work within the framework of the school ethos, adhering to expectations at all times.
13. To maintain high standards of professional behaviour and presentation.
14. To take responsibility for Health and Safety in the post holder's area of work.
15. Any other duties commensurate with the grade which may be required from time to time.
16. All staff are expected to take part in necessary training and staff development.

This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing school needs. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Rokeby & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

ROKEBY SCHOOL PERSON SPECIFICATION

SENIOR SCIENCE TECHNICIAN – assessment will be based on the application form and interview

Knowledge of the needs of students in school surroundings

Knowledge and experience of science, either in a learning environment or similar setting

Experience of dealing with a variety of people in a professional environment

Good oral and written presentation skills

Ability to work with students both patiently and tactfully

Ability to work with minimal supervision, to provide assistance as and when required, and to seek work when unoccupied

Ability to oversee and supervise the work of others

Ability to think clearly in emergency situations

Ability to use initiative and to work with diplomacy and discretion

Ability to relate to young people