



## **JOB DESCRIPTION**

<b>Job Title</b>	Science Technician
<b>Grade</b>	Scale 4, point 7 - 11
<b>Hours</b>	16 hours per week (46.21 weeks contract) (Term Time+ INSETS+1 week outside of Term time)
<b>Responsible to:</b>	Senior Science Technician
<b>Responsible for:</b>	N/A

### **Job Purpose**

To provide professional & technical support to the Science Department.

### **Main Responsibilities**

- To maintain a safe working environment for staff and pupils.
- To deputise for the Senior Science Technician (where applicable) in the event of temporary absence.
- To be responsible for ensuring that cover work, set by teaching staff, is placed in laboratories and that this is then collected, to be given to staff on their return. To ensure that subsequent requisitions are altered to take into account cover situations.
- To prepare materials and equipment as required by the departmental staff.
- To prepare practical lessons & examinations; setting out apparatus, cleaning away.
- To refill, label and clean laboratory reagent bottles, acids, alkalis, indicators, etc
- To make up stock solutions when required and regularly review labelling requirements of chemical stock.
- To assist the department staff with the delivery of practical lessons or demonstrate specialist techniques (ecology collecting methods, microbiology techniques, microscope work); and under the instruction/guidance of the teacher to support pupils during practical work/demonstrations.
- To share good practice acquired from Inset with technicians and teachers.
- To ensure rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising pupils on safety aspects of particular practicals. To maintain updateable stock recording system on computer.
- To assist with the creation of files and cataloguing of articles for pupil research and staff use.

- To assist with corridor and classroom display board upkeep.
- To record breakages and loans, in accordance with the school policy, if appropriate.
- To keep up to date with developments relating to the department including the use of ICT and monitor science related websites, highlighting to Senior Science Technician/Head of Faculty items of interest.
- To provide assistance with clubs and project work within the department during contracted hours.
- To assist in devising and maintaining regular inventories of materials, books, and equipment and conducting regular stock takes.
- To work within the school's procedures on maintaining an inventory of equipment; assisting the Finance Officer and reporting as required.
- To assist in the management of Health & Safety within the department and ensure that Health & Safety requirements and other regulations are observed. This may involve undertaking regular risk assessments as appropriate to the work area.
- To liaise with the Senior Premises Officer regarding the maintenance of machinery in particular where there may be Health & Safety implications.
- To carry out routine checking of equipment, repairing faults and arranging for repair where this cannot be performed in-house.
- To attend departmental meetings and team meetings.
- To assist in the administrative support for the department.
- To be responsible for First Aid in the Department and to assist in the provision of First Aid for the whole school as required or to assist the First Aider in the Department.
- To assist in one other department where appropriate and/or take part in interdepartmental work.
- Where relevant, responsible for the provision of support resources involving the handling of monies (selling of Revision Guides and Stationery).

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.

11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally