

BLESSED HUGH FARINGDON CATHOLIC SCHOOL

JOB DESCRIPTION Senior Science Technician

POST HELD

Senior Science Technician

SALARY GRADE OF POST

NJC Points 7-11

REPORTING TO

Subject Leader for Science

RESPONSIBLE TO

Headteacher

JOB PURPOSE

To ensure that the tasks necessary for the facilitation of effective course delivery across the Science Department are carried out.

DUTIES

- Under the overall guidance of the Subject Leader for Science, co-ordinate the use of practical resources and facilities to meet the practical needs of the science curriculum
- Ensuring the availability of suitable materials and equipment and to manage conflicting demands on equipment, teaching resources and room allocation. To advise teaching staff of changes as necessary
- Compile equipment and resource requests as received from teaching staff. To include sourcing, costings and suggesting economic alternatives to maintain stock levels
- Continually updating own knowledge of the curriculum to ensure that changing requirements can be met
- Delivery and setting up apparatus in laboratories and remove at the end of lessons
- To use existing technical experience to develop practical's to meet the demands of the curriculum appropriate to pupil needs
- Offering technical advice in consultation with the teacher. Advance planning of GCSE science, to include sourcing, planning and trialling the experiments to ensure the method is reliable in a classroom setting
- Use own initiative to assess requests for practical equipment and resources and suggest changes and/or improvements to teaching staff
- If current practical requests are not suitable, devise alternative specific procedure to ensure the effective delivery of the curriculum
- Be able to give effective advice to student teachers/NQT's on practical demonstrations

- To be able to work on own initiative and as part of a team

Stock control

- Ordering and monitoring levels of stock
- Assist in keeping inventory up to date
- Assist in keeping chemical records up to date

Health and safety

- Contribute to assessment, monitoring and review of the Department Health & Safety procedures
- Safely dispose of used materials including hazardous substances
- Ensuring the safe use and storage of chemicals, equipment and other materials
- Carry out risk assessments for technician activities
- Familiarity with and use of CLEAPPS and/or COSHH regulations
- Advise teaching staff on appropriate Health & Safety issues relevant of the practical activity and making suggestions to improve safe delivery.
- Train as a first aider (if not already).

Cleaning and maintaining equipment

- Ensuring equipment works and is clean and safe to use
- Ensuring that sinks in laboratories and preparation rooms are clean and safe to use
- Ensuring chemical and apparatus stock levels are maintained and that required solutions are prepared
- Manufacturing simple apparatus
- Performing basic repairs
- Ensuring the security of school equipment and property
- Under the overall guidance of the Subject Leader for Science ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with pupils and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher may reasonably direct.

PERSON SPECIFICATION

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Relevant Science qualification <p>Desirable</p> <ul style="list-style-type: none"> • Basic IT skills
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in a technician role or similar. • Experience of ordering, procuring, storing and maintaining items • Setting up resources, equipment and materials for lessons • Experience of practical laboratory activities <p>Desirable</p> <ul style="list-style-type: none"> • Experience working as a secondary school Science Technician.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Procedures for preparation, use and maintenance of materials and equipment • Awareness of health and safety issues relating to school science (an aware of CLEAPSS and/or COSHH regulations would be an advantage) <p>Desirable</p> <ul style="list-style-type: none"> • Working knowledge of GCSE Science curriculum
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Able to work on own initiative and to organise and prioritise tasks • Good communication and interpersonal skills • Ability to work flexibly as part of a team and be available for occasional out of hours work • Willingness to undertake training and keep abreast of current issues relevant to own area of work through networks, conferences and other meetings

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Subject Leader of Science in consultation with the postholder.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory Criminal Records Bureau enhanced disclosure certificate.

This post is subject to Level 1 Health and Safety Training