



Job Description Science Technician

Team Purpose

The Science Technician team, in partnership with the Science Teachers are responsible for the operational management of the Science department of the school. The Science Technicians will assist in the delivery of the Vision for St. Paul's and the Code of Conduct. The Science Technicians team will play an active and participative role within the Science department assisting staff to deliver lessons with the delivery of the class practical's and experiments.

Catholic Purpose

The Science Technician must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this catholic identity is reflected in every aspect of the Science Team. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

Main Responsibility

Under the direction of the Senior Science Technician, if applicable, ensure the timely preparation, delivery and cleaning up of all class practical's in-line with Health & Safety requirements.

Duties

- Adhere to the CLEAPSS statutory requirements at all times
- Prepare science practical lesson equipment as requested by the Science Teachers
- Cleaning of all equipment
- Safe storage of all equipment
- Classroom equipment checks
- Actively contributing to the assessment, monitoring and review of health & safety procedures
- The provision of technical advice and support on health & safety issues to teaching and technical staff;
- The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
- The healthy & safe storage and accessibility of equipment and materials.

- To assist the Science Technician team with the day-to-day organisation and operational needs of the department.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- To notify the appropriate technician when stocks of consumables, chemicals and equipment are low.
- Preparing standard solutions, etc, purifying chemicals, treating waste.
- To update the chemical database when chemicals have been moved from the central chemical store, or run out.
- Assist with stocktaking on a regular basis
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard as necessary
- Answering queries from pupils at the door.
- Providing classroom stationary, topping up classroom equipment, emptying glass bins, checking eyewash dates
- Ability to perform manual handling as required by the role
- Responding to the changing needs of the school and science department

To provide help and advice to learning support staff outside the department.

General:

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- All posts are subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children. The post holder is required to share this commitment.

Signed: **Name:** **Date:**

Extra Responsibilities within the department

1. Personnel

- Workload
- Team Collaboration
- Schedules / Timetable
- Training Logs
- Complaints