

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Science Technician
GRADE: Range 2
PATTERN: 37 hours for 39 weeks, including INSET days.
RESPONSIBLE TO: Senior Science Technician

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Main Duties and Responsibilities

Lesson Support

1. To supply and clear away apparatus, chemicals, solutions, books, audio visual resources and laptops for all year groups as requested by the department.
2. To liaise with the Teaching Staff within the Science department with regard to their requirements.
3. To provide technical assistance as and when necessary; to “trouble shoot” experimental design, set up apparatus, induction of Teaching Staff.
4. To provide practical support for assessments in all years, including A Level.
5. To support large scale, on going investigations.
6. To assist in the efficient control and distribution of text books.

Ordering

1. To scan relevant catalogues for new innovations and to contact/liaise with appropriate suppliers and their representatives.
2. To assist in the ordering and distribution of resources as required by the department.

Laboratories/equipment

1. To work in accordance with all current applicable Health and Safety legislation, including upkeep and safety checks of equipment, liaison with site staff and contractors, associated record keeping and instruction to staff.
2. To ensure the security of materials and equipment and maintaining an acceptable level of cleanliness of laboratories/work areas; ensuring that all desks, benches, sinks, apparatus and machines etc are kept clean and tidy.

3. To carry out simple repairs.

ICT Support

1. To support the everyday use of relevant IT software and equipment.

Curriculum Development

1. To assist in the organisation, development and review of practical curriculum resources.

Audio Visual Support

1. To maintain audio visual resources as required by the department.

General

1. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
2. To be aware of all necessary quality standards and performance measures and ensure they are adhered to.
3. To participate in the School's appraisal system.
4. To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
5. To be aware of and implement school policies and procedures, reporting any concerns to an appropriate person.
6. To contribute to the ethos, work and aims of the school.
7. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2017