

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Science Technician

REPORTING TO: Head of Science Department

PRIMARY PLACE OF WORK: Broomhill Bank School

SALARY RANGE: Kent Range 5

EFFECTIVE DATE OF JOB DESCRIPTION: Autumn 2023

| Job Purpose | |
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| | Support the facilitation of high-quality independent learning for students at Broomhill Bank School |
| Principal accountabilities | |
| 1. | Support the work of the Science Department in order to facilitate outstanding learning for students. |
| 2. | Be responsible for the preparation, delivery and maintenance of practical equipment and resources in the Science Department. |
| 3. | Carry out safety checks which may include electrical apparatus, tools and machinery, fume cupboards, pressure vessels and the condition of Bunsen burner tubing, eye protection, first aid kits, glassware and chemicals which deteriorate etc. |
| 4. | To clear away and clean up all apparatus and equipment after use so that teaching spaces and prep rooms and areas are clean, tidy and safe. |
| 5. | To aid in the delivery of learning activities with technical assistance or equipment or of relevant experiences, so that students' learning is enhanced. |
| 6. | Carry out demonstrations and assist in practical classes. |
| 7. | Ensure that Health and Safety issues relating to the subjects are followed so that students work in as safe an environment as possible. |
| 8. | Maintain the prep room and teaching areas in an organised and appropriate fashion so that apparatus and equipment can be easily and safely sourced. |
| 9. | Check and maintain good stock control so that materials and equipment are available for use and in good condition. |
| 10. | Inform the Head of Science of breakages and low supplies and suggest ideas for appropriate new resources. |
| 11. | Trial practical activities. |
| 12. | Undertake risk assessments for technician activities and carry out health and safety checks on laboratories, prep rooms and stores and report back to the relevant teacher and Site Manager as necessary. |
| 13. | Provide any other technical or administrative support that the teachers may reasonably request in order that teaching and learning can be enhanced, for example contribute to the design, development and maintenance of specialist resources and long-term projects. |
| 14. | Provide technical support to students including health and safety guidance. |
| 15. | Keep up to date with developments in the subject and with health and safety requirements. |
| 16. | Be familiar with and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing. |
| 17. | Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc. |
| 18. | Undertake training and other learning activities and attend relevant meetings (within contracted hours) |

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| | as required to ensure own continuing professional development. |
| 19. | Demonstrate commitment and enthusiasm for specialist subject and this will be evidenced by, for example, lesson observations |
| 20. | Review and develop own professional practice. |
| 21. | Undertake any other reasonable and related duties. |

Note

1. This job description describes duties which the Postholder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets of the main expectations of the School in relation to the Postholder's professional responsibilities and duties.
2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the Postholder.
3. Broomhill Bank School recognises diversity and expects all staff to adhere to the school's equality duties and treat all students and work colleagues fairly regardless of race, colour, gender, disability, age or religious belief.