



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

SCIENCE TECHNICIAN

Job Holder:

Job Title: Science Technician

Salary: KSC

Responsible to: Head of Department

Contractual Hours: 37 hours (term time only)

1. PURPOSE OF JOB:

- **To provide technical support and advice to staff and students in the Science department.**
- **To prepare tools, equipment and materials for lessons and displays.**
- **To undertake a practical health and safety role for the department.**

2. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students,
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.

3. DIMENSIONS:

No Budget

No Subordinates.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

4. PRINCIPAL ACCOUNTABILITIES:

- Prepare, deliver and clear away practicals, liaising with teaching colleagues as required
- To adhere to safe working guidance in accordance with CLEAPPS and COSHH.
- Organise and maintain sensible and manageable storage and distribution of equipment
- Maintain equipment in safe serviceable order by organising repair and fixing as required
- Assisting teaching staff with resources including demonstrations where appropriate
- Maintain a current inventory of equipment, chemicals and other resources
- Keep laboratories and prep rooms in safe working order and report issues to the site team immediately
- Be responsible for the care of plants and animals in the department
- Safe disposal of hazardous materials in line with health and safety requirements to include liaising with external companies about the safe removal of hazardous waste
- Ensure that appropriate stock levels are maintained
- Placing and following up orders and deliveries with school finance and external suppliers
- Making local purchases for the department and keeping appropriate records
- Distribution of teacher cover work where appropriate
- Photocopy appropriate resources or organise with reprographics
- Coordinate distribution and organisation of textbooks and exercise books
- Carry out weekly and termly checks of laboratories and maintain a safe learning environment for students
- Assist the class teachers with trialling, constructing and developing class practicals
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practise, liaising with school leaders and identifying relevant professional development to improve personal effectiveness
- Assisting teachers and first aid staff in emergencies
- Safe shutdown of prep rooms and laboratories

5. SCOPE FOR IMPACT:

- Ensuring high quality practical experiences for students in Science, underpinning outstanding outcomes.
- To be available to students to provide assistance with equipment and materials, to enable the completion of work.

6. JOB CONTEXT:

Work closely with: Head of Science, Science staff and other Science Technicians.

The post holder must work on their own initiative, often to tight deadlines, with minimal supervision.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____
Job Title

Date: _____

Agreed By: _____
Headteacher

Date: _____