

Saint George's C of E School

Job Title

- Science Technician

Salary Band

- Kent Range 5

Overall Purpose of Role

- To work as part of a professional team supporting the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, engaging lesson activities to be carried out by science staff and students.

Key Duties and Responsibilities

1. Curriculum Support

- a. Set-up, deliver, check and return resources / materials / equipment for lessons. Co-ordinate the use of practical resources and facilities with teachers.
- b. Provide advice to all members of department in practical resources, equipment management and departmental policies, as related to practical work. Provide information for students and staff on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- c. Perform administrative duties for the effective running of lessons that do not involve practicals, such as photocopying and preparing required lesson materials (common assessments, practical sheets, controlled assessments, past papers during exam-preparation weeks across year groups)
- d. Provide additional support as directed by LM/CL (i.e. Forensics Days, Work Experience Students, Open Day preparation etc)

2. Health & Safety

- a. Maintains orderly preparation room and laboratory stations.
- b. Perform duties in line with health and safety regulations and take proactive action where hazards are identified, including reporting any serious hazards to line manager.
- c. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- d. Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.

3. Materials Management

- a. Maintain sufficient supplies of materials to enable delivery of lessons.
- b. Regular cleaning and maintenance of existing equipment to a clean and good working standard, coordinating with LM & CL on equipment in need of repair/ replacement.
- c. Maintain accurate stock records of materials in assigned areas or as delegated by LM/ CL.
- d. Advise on economical and appropriate materials/ methods/ resources for use by the department, suggesting alternatives where appropriate in order to ensure that school financial procedures are adhered to and expenditure is kept within budget.
- e. Under the guidance of the LM/CL ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.

Appendix 1: Person Specification

- Good level of general education including science subject(s) at least NVQ 2 or equivalent, together with good numeracy and literacy skills
- Thorough understanding of Health and Safety procedures especially as they relate to work in a Laboratory. First Aid certificate would be useful.
- Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Use of technology (interactive boards, computer, video/DVD, photocopier, data loggers etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Understanding of school's financial procedures.
- Able to time manage effectively and be held accountable for all directed working hours.

Appendix 2: Performance Management

Evaluation of Key Duties and Responsibilities

Not Assessed	<p>Assessment was not made because of</p> <p>a) long term absence, such as sickness or maternity leave, to an aggregate level of 9 months or more during the assessment year – this period will be amended pro rata for staff whose contract is for less than a full year, or</p> <p>b) the employee’s performance is being monitored and reviewed within the school’s formal capability procedure</p>
Performance Improvement Required	<p>Employee did not achieve the standards expected in the job. This may be due to one or a combination of:</p> <p>a) one or more performance management objectives not being met without adequate explanation</p> <p>b) evidence of behaviour or conduct contrary to that expected in the role</p> <p>c) a less than satisfactory attendance or punctuality record compared to the normal standards across the school</p> <p>d) overall standards of performance in the job are less than expected.</p> <p>For this level it is essential that there has been at least one clearly recorded conversation to identify the area of concern and to agree a remedial plan of support from which the employee has not been able to attain the standard required in the area identified consistently</p>
Achieved the Required Standard	<p>The employee has achieved all the performance objectives or if this is not the case but there is an understandable and acceptable reason for this.</p> <p>Additionally, performance generally is consistently sound across all key areas of the role and the behaviours demonstrated by the employee consistently positive.</p> <p>In common terms an employee with this assessment would be regarded as sound, positive, reliable and doing a ‘good job’ all round and there will be a range of evidence to substantiate this.</p>
Performance Above the Required Standard	<p>Employees at this level will be those whose performance clearly stands out as above the norm. Their work will be seen to be consistently of a high caliber with a sense of pride in the quality of their work. Performance objectives will have been met and exceeded in some way unless the objectives were regarded as ‘stretch’ targets or particularly challenging in some way.</p> <p>There will be evidence of using own initiative and taking personal responsibility to seek out new tasks or responsibilities that are desirable, appropriate and have a positive impact on children and/or colleagues.</p> <p>Typically, attendance would be expected to be very high.</p> <p>The employee will also consistently demonstrate very positive behaviours towards their work, children and colleagues with clear evidence of effective outcomes.</p>
An Outstanding Performance	<p>Performance objectives will be delivered to an exceptionally high standard. The quality of work throughout the year will be regarded as first class and impressive in terms of what is achieved and how it is delivered.</p> <p>Employees at this level will be regarded by others as ‘exceptional’ in their role and they demonstrate exceptionally positive behaviours towards children, parents (if appropriate to role) and colleagues.</p> <p>There will be clear evidence of often going the ‘extra mile’, of doing things over above expectation on a regular basis and constantly demonstrating behaviours consistent with the values, principles and ethos of this school.</p>

Link to Key Duties & Responsibilities		NA	PIR	A	PA	O
1	Curriculum Support					
	a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i>					
2	Health & Safety					
	a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i>					
3	Materials Management					
	a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i>					

Technician Comments (Following LM meeting):

LM Comments (Following LM meeting):

Work Characteristics

Quality of Work	<ul style="list-style-type: none"> • Accuracy • Thoroughness and attention to detail 	<ul style="list-style-type: none"> • Skill and performance of specialized or technical duties
Quantity of Work	<ul style="list-style-type: none"> • Amount of work performed 	<ul style="list-style-type: none"> • Completion of work on schedule
Dependability/Reliability	<ul style="list-style-type: none"> • Follow-through 	<ul style="list-style-type: none"> • Compliance with work instructions
Work Habits and Attitude	<ul style="list-style-type: none"> • Applying oneself to work • Acceptance of responsibility • Attention to safety, economy, and efficiency 	<ul style="list-style-type: none"> • Acceptance of new ideas, suggestions, and constructive criticism • Orderliness in work • Appropriate dress for job assignment
Judgment and Initiative	<ul style="list-style-type: none"> • Performance in new situations; flexibility • Performance in emergencies 	<ul style="list-style-type: none"> • Performance with minimum instructions • Recognition of limits of authority
Safety Rules	Consistent adherence to all Safety Rules and Standard Operating Procedures	
Relationships with Others	<ul style="list-style-type: none"> • Cooperation with teachers, administrators, leadership group • Meeting and handling the public 	<ul style="list-style-type: none"> • Working with students • Support work experience students, lab technician trainees
Attendance and Punctuality	<ul style="list-style-type: none"> • Absences do not exceed allotted leave time 	<ul style="list-style-type: none"> • Consistent observance of established working hours

Work Characteristics Evaluation		I	RI	G	O
1	Quality of Work Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Quantity of Work Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Dependability & Reliability Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Work Habits & Attitude Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Judgment & Initiative Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Safety Rules Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Relationship with Others Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Attendance & Punctuality (If rating is less than meets standard, fill in a., b., c. below) a) number of absences: b) number of times late to work: c) number of times has left work early without approval:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>