



INVICTA GRAMMAR
SCHOOL

SCIENCE TECHNICIAN

- Grade:** VIAT Grade 4 Point 18-21 £19,755-£22,017 (FTE), Actual salary: £16,411-18,291
- Employed for:** 37 hours term time only (190 days per year. However, if there are less than 190 teaching days in an academic year, the successful candidate would make the time up through staff only days, open events etc.)
- Hours:** 08:00 – 16.00 Mon – Thurs, 8.00 – 3.30 – Friday, including a 30-minute unpaid lunch break
- Responsible To:** Director of Science
- Responsible For:** Science
- Purpose:** To support the work of the science department so that science teaching and learning is enhanced

ACCOUNTABILITY	EXAMPLES OF INDICATIVE TASKS
<p><u>Providing Resources</u></p> <p>To provide equipment and materials as required by staff in order to assist them in the delivery of their lessons e.g. consumables for experimental work, equipment, text books etc.</p>	<p>Prompt arrival of apparatus as requested by staff using the agreed request system. Preparation, maintenance and safe storage of apparatus.</p> <p>At times, to set up specialist equipment such that it is ready for the lesson.</p>
<p><u>Removal of used Apparatus</u></p> <p>To clear away and clean up all apparatus after use so that teaching spaces and prep rooms are clean, tidy and safe.</p>	<p>Prompt removal of used equipment in a safe, unobtrusive manner as workload permits. Organise the distribution of resources in the light of ongoing changes to prep rooms and laboratories.</p>
<p><u>Technical Aid</u></p> <p>To aid in delivery with technical assistance of equipment or of relevant experiences so that students' learning is enhanced.</p>	<p>Demonstrations of practical equipment to staff or to students. Help with field work. Set up of visual aids when necessary.</p>
<p><u>Health and Safety</u></p> <p>Ensure that Health and Safety issues relating to science are followed so that they can ensure students work in as safe an environment as possible.</p>	<p>Develop relevant Health and Safety procedures.</p> <p>Keep equipment in clean and serviceable condition – ensure safe removal of waste. Follow advice from CLEAPPS and LA/LEA for legal requirements.</p> <p>Ensure staff are made aware of potentially hazardous materials or apparatus.</p>

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ACCOUNTABILITY	EXAMPLES OF INDICATIVE TASKS
<p style="text-align: center;"><u>Preparatory Room</u></p> <p>Maintain the prep rooms in an organised and orderly manner so that apparatus and equipment can be sourced easily and safely.</p>	<p>Careful storage of equipment and materials and safe disposal of hazardous chemicals – organised via outside contractor as necessary. Safe storage of chemicals and radioactive sources.</p>
<p style="text-align: center;"><u>Ordering</u></p> <p>Take charge of ordering and budget records in coordination with Lead teachers and colleagues within the Technician team.</p>	<p>Ensure that Labs are well stocked and resourced. Check glassware and apparatus for safe condition. Keep stock records and make orders when resources are running low. Prepare orders for resources beyond consumables such as memberships and for capital equipment.</p>
<p style="text-align: center;"><u>Support</u></p> <p>Provide any other technical or administrative support that the Lead Teacher Science may reasonably request in order that teaching and learning can be enhanced.</p>	<p>Assist in the proper upkeep of plants, animals and specimens for use in teaching. This would include servicing the greenhouse, laminating for wall displays and the purchase of small incremental items, such as foodstuffs for testing (monies refunded).</p>

Staff Development:

- To assess development and training needs for oneself in discussion with the Senior Science Technician.
- To set your own targets, in conjunction with the Senior Science Technician, before any development activity and review and evaluate the activity after completion, cascading information to other members of the technician team, when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Head of School.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: Date:

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