

BRINE LEAS SCHOOL
JOB DESCRIPTION

JOB TITLE: Science Technician (including classroom support at all Key Stages)

DEPARTMENT: Science

GRADE: 4

REPORTS TO: Senior Science Technician

1. JOB PURPOSE

To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals and other resources to enable students in the Main School and 6th Form to carry out laboratory experiments, projects and examination work

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Check and provide the appropriate laboratories at all Key Stages with science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities, practical work, experiments, demonstrations and project coursework as part of GCSE and A-level projects and examination work..
2. Ensure all lessons are fully resourced with the appropriate paperwork; this may include liaising with reprographics to provide the correct paper resources.
3. Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure up to date and accurate CLEAPPS Regulation are maintained and all Health and Safety Regulations are met to enable you to provide appropriate H&S advice to teaching staff. Report where necessary problems to the Senior Science Technician, Facilities Manager and the Head of Curriculum Area.
4. Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
5. Be committed to the education of students by demonstrating and providing hands-on practical student instruction in correct usage and application of laboratory and science equipment and work with students on project work in a supporting role.
6. Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes and recommend solutions to technical problems encountered.
7. Receive and maintain a security system and distribute all science external examination papers to ensure strict confidentiality is kept whilst these are stored both before and after examinations take place.

8. Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable students to carry out practical science experiments in the laboratory.
9. Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department. Assisting Head of Science by keeping record of spending and budget.
10. Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the students and staff.
11. Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements.
12. Assist the Senior Science technician with the distribution of Cover Work.
13. Other duties including support to facilitate the smooth running of the Science Department, this may involve supporting Science Departmental Educational Visits, Enrichment Activities and Open Evening events.

3. All staff are expected to maintain high standards of student/customer care in the context of the school's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.

To maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.

4. Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the school site/s.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

5. Post holder's immediate Line Manager: Senior Science Technician

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is an Enhanced Disclosure.