

## Job Profile: Science Technician

<b>Salary Scale:</b>	Scale 4
<b>Hours of Work:</b>	36 hours per week
<b>Contract Type:</b>	Permanent, 39 weeks per year
<b>Accountable to:</b>	Head of Science
<b>Accountable for:</b>	N/A

**Purpose:** To support the teaching of science within the school by ensuring that all necessary resources and equipment is available for teaching within the science department including ordering of necessary resources.

**Responsible to:** Head of Science Department

### Key Responsibilities

- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Head of Science
- To repair, maintain and store science resources in order to guarantee clean, safe and effective upkeep
- To maintain clean laboratories and prep rooms in conjunction with the teacher in charge of the room
- Cleaning the sinks, chemicals on the bench tops, spillages of chemicals on the floor
- Cleaning of goggles, safety screen, fume cupboards and other related items as required
- Help monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved
- To assist with inventory of stationary, equipment, resources and stock control in order to maintain a supply of science resources for teaching use.
- Purchase of sundries – including off site visits to local stores
- To receive and check deliveries of supplies to ensure accuracy from suppliers
- To liaise with equipment providers to ensure good quality provision and value for money
- To support the Head of Science in preparing equipment and resource orders
- To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice
- To support students in the classroom environment to assist in the learning process, where appropriate
- To act as a school first aider and/or fire marshal
- When required, accompanying school staff of school trips
- When required, support and attend open events in the evening and/or on a weekend (time off in lieu for out of normal hours of working)
- When required, support the supervision of students before school, break time, lunch or after school, during normal working hours
- When required, support with the invigilation of students in exams
- To carry out all work safely and in accordance with health and safety regulations
- Checking the laboratory service and facilities and reporting any faults to senior staff/Operations Manger
- To monitor the condition of equipment
- Removing unsafe equipment and substances and reporting them to senior staff/Operations Manger
- Supporting pupils in accessing learning activities under the guidance of a teacher

- Creating and maintaining a purposeful, orderly and productive environment
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
- To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- To contribute to the overall ethos/work/aims of the school;
- To appreciate and support the role of other professionals;
- To attend relevant meetings as required;
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes;
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.

### **Pastoral Care**

- To deal with or report, to the nearest member of the teaching staff, incidents which are seen or reported regarding students' welfare;

### **Continuing Professional Development**

- To take responsibility for personal professional development, in conjunction with the line manager, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

### **Other**

- To carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.