

Job Profile: Science Technician

Salary Scale:	Scale 4
Hours of Work:	32.5 hours per week (reduced hours will be considered)
	Permanent, 39 weeks per year
Accountable to:	Head of Science
Accountable for:	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 Manager
- To monitor the condition of equipment
- Removing unsafe equipment and substances and reporting them to senior staff/Operations Manager
- 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.