

JOB DESCRIPTION

Relationships

Ultimate Responsibility
To the Headteacher through the Governors

Immediate Responsibility
To the Assistant headteacher through the Leadership team

Main duties and responsibilities

To undertake, duties in support of the work of the teaching staff in the science department and deliver efficient technical support to the Science department, oversee all preparation, maintenance, storage, set up and clearing away of all materials and equipment used in science lessons.

To work cooperatively and professionally with other technicians, staff and students under the line management of the Head of Science.

General Responsibilities

- Prepare materials and equipment for science lessons
- Maintain science laboratories and preparation rooms and their equipment, and services in good order and in line with health and safety expectations
- Play an active role in developing innovative and inspiring practical Science lessons and show a willingness to expand/participate in activities for open days or events with other schools and universities
- General duties in support of the teachers in the Science Department
 - Be pro-active with all health and safety issues by keeping up to date with CLEAPSS guidelines specific to your role
- Follow scheduled health and safety audit expectations

Specific Responsibilities – Teaching and Learning

- Continually improve the effectiveness of student practical work by evaluations based on observing lessons, seeking feedback from science teachers and coming to conclusions
- Understand how to enhance students' learning through high quality practical work by observing practical lessons and performing some teaching assistant / demonstrator tasks

- Update and enhance portfolios of practical work by editing and tweaking practical worksheets, instruction sheets and safety sheets, based on evaluation of practical work carried out by students

Resources

- Carry out risk assessments for technical activities
- Dispose of waste materials safely and in line with agreed procedure
- Collect apparatus and chemicals from storage
- Prepare necessary solutions
- Check individual components in and out for class use;
- Arrange for apparatus including worksheets, books and audio-visual aids to be available and ready for lessons
- Prepare experiments, set up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Prepare chemicals and solutions
- Liaise with staff over use of equipment and stock
- Advise staff of any problems, including safety aspects
- Assist with collection and cataloguing of sundry worksheets, books, other teaching aids and materials
- Return apparatus, etc. and chemicals to storage as soon as practicable
- Repair damages or arrange for this to be done as appropriate
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets/suppliers

Routine Maintenance of science laboratories, preparation rooms and all equipment

- Maintain the cleanliness and tidiness of the laboratory in conjunction with the teacher in charge of the room
- Clean the sinks, chemicals on bench tops, spillages of chemicals on floor
- Store materials tidily
- Keep equipment clean
- Clean goggles, safety screens, fume cupboards and other items.
- Carry out safety checks on equipment, e.g. Bunsen tubing etc Science Technician Stock Maintenance
- Take stock of chemicals, consumables, stationery, books and breakable items;
- Advise Faculty Lead on stock replacement needs;
- Order resources as needed
- Check deliveries

Other Responsibilities

Any additional duties that the Headteacher deems necessary for the effective operation of the School

Contracted hours

8:00am-15:30pm

Lunch/Break 30 minutes

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives. In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

PERSON SPECIFICATION

1. Training, Qualifications, Experience:

1.1	Experience of working a Science Technician in a school environment	D	Application Form
1.2	5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	E	Application Form/ Interview
	Experience as a laboratory technician	D	Application Form/ Interview
	Experience of general technical and resource support	E	Application Form/ Interview
	A working knowledge of basic laboratory equipment, its use and maintenance	D	Application Form/ Interview
	Has knowledge of a particular subject or technical area	D	Application Form/ Interview
	A working knowledge of basic laboratory equipment, its use and maintenance	E	Application Form/ Interview
	Ability to manage workload effectively	D	Application Form/ Interview
	Excellent customer handling and inter-personal skills, and communication skills	E	Application Form/ Interview
	Ability to cope with change and adapt quickly to new and developing technologies	E	Application Form/ Interview
	Good verbal and written communication skills and ability to communicate with all stakeholder levels	E	Application Form/ Interview

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
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**Achievement
Love
Responsibility
Diversity**

2. Personal Attributes

2.1	Target focused	E	Application Form/ Interview
	Good time management and punctuality	E	Application Form/ Interview
	A flexible approach to out of hours working	E	Application Form/ Interview
	A self-starter	E	Application Form/ Interview
	Ability to problem solve and think creatively	E	Application Form/ Interview
	The ability to work proactively with good planning and organisation skills	E	Application Form/ Interview

E = Essential | D = Desirable