

L	Technicians: Science	
----------	-----------------------------	--

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB TITLE: Technician
REPORTS TO: HOD
SALARY: Scale 3
HOURS: 30 x 38 weeks per annum

PURPOSE OF POST:

The main purpose of the post is to ensure, in conjunction with the HOD, the smooth running of the department.

DUTIES AND REPONSIBILITIES

In addition to those listed below, undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the postholder.

SCIENCE (L1)

General Duties

Weekly

Check teacher requirement sheets. Resolve clashes and prepare materials.

Inform teachers of any problems as soon possible and comment on the safety and organisation aspects of their requirements where relevant.

Daily

Prepare and deliver materials, set up and assist with the distribution during the lesson as required. Photocopy and file worksheets as necessary.

Remove materials and clean, checking the condition before storage. Record any losses or damage and report as appropriate. Store pupil's materials.

At the end of the day carry out safety checks in the laboratories. Feed and maintain plant and animal stocks. Buy materials locally.

Half-Termly

Check and maintain the condition of general laboratory equipment, particularly Bunsen burners, microscopes, safety screen, fume cupboard and goggles.

Advise Head of Science on stock replenishment needs.

SPECIFIC RESPONSIBILITIES

- To organise the work of the Science technicians including assistance at evening events.
- To promote the professional development of the technicians.
- To be responsible for all requirements of science teaching areas and the associated preparation room.
- To be responsible for the safe and secure storage of stock in all laboratories disposing of equipment in agreement with the Head of Science.
- To be responsible for all record keeping using the computer as required.
- In consultation with the Head of Science deal with the ordering of goods.
- To advise the Head of Science on improving the science environment.
- Stamp books with school name when necessary.
- Photocopying – if time.
- Setting up audio-visual equipment.
- Write repairs in maintenance book.
- Assisting HOD in science department initiatives.
- Working with pupils when requested.

Criterion	Essential/Desirable	How Assessed
Education and Qualifications		
5 GCSEs A –C or equivalent Numerate and literate	E	Application form / Certificates
Work Experience		
Experience of working with a complex ICT network Experience of working in a school environment	D	Application form / Interview
Knowledge, skills and ability		
Up to date knowledge of working practices relevant to the post Able to deliver services and systems applicable for effective Science DT/HE/Textiles Art support.	E	Application/Interview/test

Effective ICT and written and verbal communication skills	E	Application/Interview/test
Presentation		
Personally Effective – excellent organizational skills, ability to prioritize	E	Interview/test
Ability to work under pressure and meet deadlines.	E	
Ability to work with perseverance and determination Ability to follow policies and procedures Willingness to work independently and show initiative	E	
Ability to ensure that the highest standards of quality and service are achieved in relation to the job	E	Interview

