

## Support Staff - Job Description

<b>Department:</b>	Support
<b>Title of Post:</b>	Science Technician (Permanent)
<b>Grade:</b>	GRADE 5 (Points 12 – 15) (£27,254- £30,024 FTE, Actual Salary £23,375.55-£25,751.35)
<b>Responsible to:</b>	Science Support Manager
<b>Hours:</b>	37.0 hours per week, 39 weeks per year term time including 5 training days. 4 day/1 day split to be determined by Line Manager; the requirement here may change from year to year, subject to adequate notice.  Monday – Thursday 07:45-16:15 Friday 07:45-15:45 (Includes 1 hour unpaid lunch/breaks)  The Science Technician may not take paid holiday during School term-time.

### DESCRIPTION OF THE ROLE

To provide support (practical and administration) to the Science Department as directed by the Science Support Manager.

### SPECIFIC AIMS AND KEY RESPONSIBILITIES

The duties listed below are intended to describe the principal responsibilities of the post and may vary according to the needs of the department and the School:

#### 1. Day-to-day general duties:

- To prepare and deliver equipment as written on the teacher's order sheet and to communicate with staff if unclear.
- To check if all ordered equipment is in a usable state – replace any broken apparatus before delivery and ensure supplies of all ordered chemicals are adequate.
- To set up the ordered equipment around the classroom before the lesson in order to ensure smooth start of any practical work – equipment must not be left on the trolley for students/teachers to unload.
- To take away and clear all apparatus at the end of each lesson and no later than at break (for periods 1 and 2), lunch (for period 3) and after school (for periods 4 and 5).
- To turn on the gas and electricity before lessons and off after lessons – every day.

- To spend all working hours (apart from breaks) in the designated areas in order to assist any reasonable request from staff.
- To photocopy any ordered materials when time permits during the day.
- To check batteries and service stop clocks.
- To set up and assist in the running of the Science Club.
- To trial any experiments, including coursework practicals as requested by a teacher and present the results in a suitable format.
- To set up all ordered demonstrations correctly and to test all demonstrations before the lesson.
- To prepare, deliver and set up all the Open Evening demonstrations (both lower and upper school) and to clear all the equipment after the evenings.
- To remain in the designated laboratory throughout the Open Evening (both lower and upper school) in order to assist demonstrations, clear and replace any used equipment and maintain all the displays.
- To purchase any supplies from the local shops on request.
- To check and re-fill all water bottles in designated labs.
- To maintain all living organisms used in lessons.
- To clean and maintain all equipment in use.
- To repair any broken apparatus or order repairs through the Science Support Manager
- To ensure that labs are locked unless in use and to lock all labs and prep rooms during break time and lunchtime unless in use.
- To put up displays both inside and outside classrooms on request.
- To provide hazard cards with all ordered chemicals.
- To keep freezer stocked with hearts, lungs, kidneys, liver and ice cubes
- To keep an updated catalogue of all available Science videos and programmes

## **2. Daily Classroom Maintenance (for all labs within the Science Block)**

- Each technician is responsible for laboratories allocated by the Science Support Manager in terms of their safety and readiness for any practical work.
- To ensure that all benches are completely clear of any equipment other than that used in a particular lesson - before every lesson.
- To ensure that all benches are completely clear of any textbooks, poster materials and other papers other than those materials used in a particular lesson - before every lesson. All such materials need to be put in storage and communicated with appropriate teacher.
- To ensure that power packs (and other electronic equipment) are in appropriate storage when not in use; they must not be left on benches permanently to avoid any damage.
- To check and re-fill all the paper towel dispensers and liquid soap dispensers.
- To check and re-fill trays with plain, lined and graph paper in all labs.
- To check and re-fill supplies of exercise books (blue, yellow, green and red) as well as test books and any A4 A level exercise books.
- To wash all safety goggles once every term (six times per year) and ensure full class sets (32) of safety goggles are available in designated labs.
- To wash all cloths once every term (six times per year).
- To wash lab coats once per year.
- To clean all anatomical and chemical models as appropriate and not less frequently than once per year.

- To thoroughly clean whiteboards once per week.
- To thoroughly clean sets of mini-whiteboards once per term (six times per year) and to ensure class sets of whiteboards, marker pens and rubbers (at least 32 of each) are available in each lab at any given time.
- To ensure that class sets of appropriate textbooks are available in each lab and to top up any missing textbooks and to order any textbooks in shortage via the Science Support Manager.
- To check and re-fill supplies of glue and scissors in each lab.
- Clean all sinks and check for any blockages. Report any blockages to the Site Manager immediately.
- Inspect labs for any health and safety issues and report to the Science Support Manager.

### **3. Secretarial Duties:**

- To check e-mail regularly, several times per day to ensure good communication with the rest of the Department and whole school.
- To word-process any schemes of work or worksheet or any other document on request.
- To regularly check stocks of all materials including scientific equipment and chemicals as well as stationery and textbooks and to report any materials running low to the Science Support Manager.

### **4. Other Duties:**

- To attend a short daily briefing led by the Science Support Manager before lessons every day.
- To deliver any packages including paper towels from the delivery area to the Science department unless they are too heavy (request assistance from the Site Manager in such case).
- To cover each other's absence as directed by the Science Support Manager or Head of Science.
- Science technicians are required to wear a white lab coat and the BGS identity badge at all times.

### **5. Safeguarding**

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
  - o treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
  - o promoting and safeguarding students' wellbeing.
  - o showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

**MANAGEMENT OF PEOPLE**

None

**SUPERVISION OF PEOPLE**

None

**CREATIVITY AND INNOVATION**

Post-holder will use creative skills for example when reviewing policies and procedures and recommending efficient effective use of resources.

**CONTACTS AND RELATIONSHIPS**

Day to day routine contact with staff and students advising on use/availability of equipment and providing health and safety guidance.  
Regular contact with suppliers of goods and services for ordering equipment.

**DECISIONS**

**Discretion:** Post-holder works with clearly defined rules and procedures and decisions are made from a range of established alternatives. The post-holder will be required to make recommendations in respect of identifying appropriate resources for the science department.  
**Consequences:** Impact would be on child or group of children at the school, for example insufficient or inappropriate technical resources available.

**RESOURCES**

Responsible for care and safekeeping of technical equipment.

**WORK ENVIRONMENT**

**Work Demands**  
The post-holder's routine may be varied and subject to interruption. However, this does not impact of the overall completion task.

**Physical Demands**

The post-holder will be regularly moving and handling technical equipment.

**Working Conditions**

Work is carried out indoors in ventilated, well heated, well-lit office environment.

The post-holder will be exposed to noise levels associated with a classroom.

**Work Context**

Required to work with chemicals and cleaning materials.

**KNOWLEDGE AND SKILLS**

Previous work experience in a similar role. A willingness to learn, to work as part of a team and also use initiative.

Knowledge of current relevant health and safety legislation, for example COSHH, Manual Handling.

Relevant NVQ Level 3 or good Science GCSE or A-level in Science

**GENERAL**

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLPC job evaluation scheme.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Equal Opportunities** - The post holder is required to carry out the duties in accordance with Bourne Grammar School's Equal Opportunities policies.

**Health and Safety** - The post holder is required to carry out the duties in accordance with the Bourne Grammar School's Health and Safety policies and procedures.

**Safeguarding** - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

**This job description was evaluated in March 2022 against a recognised Job Evaluation Scheme.**

Job Description written/updated by [Line Manager]:

Name: ..... Signature: ..... Date: .....

Job Description agreed by [Post holder]:

Name: ..... Signature: ..... Date: .....

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs at Grade C (or grade 4) or above including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ Level 3 or good Science GCSE or A-level in Science</li> </ul>
Professional and Relevant Experience	<ul style="list-style-type: none"> <li>• Proven experience of working under pressure and to deadlines.</li> <li>• Experience of working in a team environment as well as on own initiative</li> <li>• Experience of working with Microsoft Office (Word and Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a similar role within a school or similar educational establishment is not a requirement of the role but may be an advantage</li> <li>• Proactive approach to supporting all staff and students.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Ability to work independently, demonstrating initiative.</li> <li>• Excellent organisational skills</li> <li>• Excellent inter-personal skills</li> <li>• Receptive to new ideas, approaches and challenges.</li> <li>• An ability to communicate effectively with colleagues.</li> <li>• The ability to work flexibly.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the main aspects of the organisation of secondary schools.</li> <li>• Knowledge of current relevant health and safety legislation, for example COSHH, Manual Handling.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Honesty and Integrity</li> <li>• Ability to work effectively as part of a team</li> <li>• Flexible, highly organised and able to multi-task and prioritise work to meet deadlines</li> <li>• Genuine passion and a belief in the potential of every pupil</li> <li>• Helpful, approachable and positive nature</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to find creative and innovative solutions to solve problems</li> </ul>

	<ul style="list-style-type: none"><li>• Enthusiasm, energy, resourcefulness, creativity</li><li>• Stamina, resilience, a sense of balance, humour</li></ul>	
Working with Children and Young people: Safeguarding	<ul style="list-style-type: none"><li>• Commitment to the safeguarding of children and young people</li></ul>	