



## JOB DESCRIPTION

<b>JOB TITLE</b>	Science Technician
<b>DEPARTMENT</b>	Science
<b>SECTION</b>	Senior School
<b>LINE MANAGER</b>	Team Leader Science Technician

### **SAFEGUARDING**

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### **JOB SUMMARY:**

Under the guidance of the Team Leader Science Technician and the Head of Science, the Science Technician's role is to coordinate the use of practical resources and facilities and provide assistance, advice and expertise in meeting the practical needs of the Science curriculum. While the Science Technician may have a particular responsibility for Chemistry specifically, they should be prepared and willing to support in other areas of the curriculum as requested.

### **KEY RESPONSIBILITIES:**

- Preparing resources and assembling apparatus for class practicals, and clearing away resources after use, including collecting, checking and returning equipment to stores.
- Setting up practical demonstrations in laboratories as requested.
- Trialling experiments.
- Providing technical support to experienced and trainee teachers and technicians including health & safety guidance.
- Ensuring the maintenance of a healthy & safe working environment by actively contributing to the assessment, monitoring and review of health & safety procedures.

- Carrying out risk assessments for technician activities.
- Keeping up to date with health and safety requirements and current procedures and practices through continuing professional development and CLEAPSS guidance.
- Ensuring the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards/CLEAPSS.
- Ensuring the safe and healthy storage and accessibility of equipment, chemicals, and materials, including checking stock, keeping stock records, general cleaning, repair, maintenance and testing of equipment.
- Taking care of laboratory equipment and apparatus to ensure that material is stored correctly and that desks are clear of non-essential material.
- Ensuring that provision of resources to deal with minor equipment breakages and chemical spills is maintained.
- Cleaning sinks and bench tops after major spillages or breakages to maintain a safe working environment ready for the next class using the laboratory.
- Attending all technician meetings and Science Department meetings as requested.
- Attending whole school staff meetings and INSET as requested.
- Assisting in the preparation and clearing away of practicals for the Junior Science Competition and any other science events as requested.
- Taking care of plants and living organisms as requested.
- Keeping up to date with the latest health & safety guidance, legal requirements and good practice/CLEAPSS.
- Advising teachers of all experience levels on health and safety, practical techniques, suitability of experiments & chemicals and safer alternatives as required.
- Researching and trialling equipment & experiments for improved results and better health and safety, including contacting CLEAPSS for safer alternatives, etc.
- Keeping updated inventories & chemical stock lists.
- Keeping equipment & materials safe and in good order, including mandatory checks.
- Keeping hazardous materials secure and checking stock.
- Preparing, measuring, and mixing chemical solutions to specified concentrations for use in science lessons and experimental projects, ensuring compliance with health and safety regulations.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- Organising and storing chemicals and equipment.
- Taking stock of chemicals and equipment.
- Obtaining materials via local purchase as required.
- Assisting in practical classes as requested and agreed with the Team Leader Science Technician.
- Keeping up to date with developments in practical science.
- Carrying out health and safety checks on laboratories, prep rooms and stores, including: electrical equipment, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Monitoring the stock level of laboratory equipment and chemicals and reporting any shortages to the Team Leader Science Technician in a timely manner.
- Providing cover for other members of the science technician team as required.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

## GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

### **Other Professional Duties**

- Support and foster the aims of the school.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## TERMS OF EMPLOYMENT

Category	Details
<b>Contract Type</b>	Full-time, permanent
<b>Working Hours</b>	<p><b>Term time hours:</b> 08:00 - 16:30, Monday – Friday.</p> <p><b>School holidays:</b> 08:30 – 15:30 for 10 days during Forest School holidays (to include the final week of the summer holidays).</p>
<b>Holiday Entitlement</b>	Forest School holidays.
<b>Additional Details</b>	<p>In addition, and as part of you contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.</p> <ul style="list-style-type: none"> <li>• Requirements to work occasional weekends and evenings for school events.</li> <li>• The post holder will be expected to attend Open Morning and all staff InSET and Admissions days.</li> <li>• Support staff are enrolled into a defined contribution scheme.</li> </ul>

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

	<ul style="list-style-type: none"><li>• Staff are required to make a minimum contribution into the scheme,</li><li>• amounting to 5%. The school will make a graduated employer contribution,</li><li>• based on length of service.</li><li>• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.</li><li>• Discounted membership of the Sylvestrian Leisure Centre.</li><li>• Assistance obtaining a parking permit.</li><li>• Employer death in service benefit</li><li>• Support with extensive CPD opportunities</li></ul>
--	---