

The Westgate School

Job Description

Science Technician

Responsible for:	Supporting the work of the Science department
Responsible to:	Reporting to the Team Leader Technician and Head of Faculty as operational line managers and to the Business Manager acting as functional line manager.
Main purpose of the job	
To prepare practical resources and maintain facilities to meet the practical needs of the Science curriculum, including liaison with staff both inside and outside the department.	
Main job functions. The post holder will effectively:	
<ul style="list-style-type: none"> a. To carry out activities as listed on the attached duty sheet. b. To ensure all requirements of health and safety are satisfied. <p>Any other duties as directed by the Headteacher, commensurate with the grade of the post.</p>	
Personal Responsibilities. The post-holder will effectively:	
<p>To implement school policies including those relating to Race Equality, Equal Opportunities and Health & Safety. To advise the Head of Key Stage in relation to pupil welfare and progress To play a full and active part in activities related to the continuing improvement and prosperity of the school.</p>	
Confidentiality	
During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.	
Data Protection	
During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of UK GDPR 2018.	
Safeguarding Children	
In accordance with the commitment of The Westgate School to follow and adhere to the Department for Children, Schools and Families guidance entitled "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory Enhanced DBS clearance is required for this post.	

Science Technician

Key responsibilities	Related activities
To always demonstrate safe working practice and ensure safety of equipment and materials within the scope of the role. To safely follow instructions in formal and Technician guidance to efficiently issue and manage practical returns.	Following CLEAPSS information and schemes of work to prepare practicals and chemicals. Always wearing correct Protective Equipment, following procedures and assessments for technicians Provide information to teachers and students and report issues or non-conformances. The safe storage and accessibility of equipment and materials and carrying out risk assessments for technician activities. Providing required equipment for safe class practicals. Demonstrating safe practicals to staff and pupils.
Under the (overall) control of the Team-leader, to co-ordinate the use of practical resources and facilities and provide assistance/advice in meeting the practical needs of the science curriculum.	Liaising with teachers to ensure requirements for practicals. Preparation of resources, assembling apparatus. Giving technical advice to teachers and students. Trialling practical activities. Assisting in practical classes and carrying out demonstrations.
To ensure the maintenance of a healthy and safe working environment.	Keeping up to date with health and safety requirements and with developments in practical science. (Attending courses and reading publications) Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. Giving health and safety advice to teachers and students. Disposal of waste materials. Organising, storing and checking the condition of chemicals and equipment. General maintenance of laboratories and prep room including restocking where necessary.
To ensure correct substances are provided to meet needs of science curriculum. To understand the types of hazards associated with chemicals and biological samples and labelling requirements.	Handling all types of substances safely, preparing standard solutions, labelling chemicals & biological samples and treating waste.
To support the team-leader in ensuring the availability of suitable materials and equipment. To contribute to the development and maintenance of specialist resources and/or long-term projects.	Checking stock, keeping stock records. Compile orders and liaise with suppliers and finance departments as and when required. Collecting, checking and returning equipment to stores. Constructing and modifying apparatus. Calibration, inspection and repair of equipment.