



## Job Description & Person Specification

<b>Job title</b>	Science Technician
<b>Hours of work</b>	37 hours per week, 39 weeks per year, term time only 8.00am – 4.00pm (Monday to Thursday) 8.00am – 3:30pm (Friday)
<b>Employment status</b>	Permanent
<b>Grade</b>	Grade E, spinal point 6 to 8
<b>Annual salary</b>	£22,354 - £23,596

### **Safeguarding children, young people, and vulnerable adults**

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Purpose**

To support the smooth running of the Science lessons, by preparing resources and providing an efficient and effective technical and administrative service, to ensure a high standard of teaching within science lessons

### **Responsible to**

Becky Veevers, Science Technician Manager and Andrea Gould, Director of Resources who has overall responsibility for support staff.

### **Responsible for**

Science rooms and equipment.

### **Key Tasks**

1. Prepare resources, chemicals and equipment to support the safe and effective delivery of practical science lessons.
2. Prepare and assemble apparatus, equipment, and materials for use by teachers and students as required.
3. Deliver, collect, clean, maintain, and store equipment, resources, and chemicals safely within laboratories and preparation areas.
4. Support teaching staff in the safe use of equipment and assist with demonstrations where required.
5. Care of plants and animals within the Science Department and the collection of live materials as required
6. Maintain appropriate stock levels in laboratories and classrooms to ensure lessons run smoothly.
7. Exercise stock control of equipment and materials, maintaining the necessary registers and records.
8. Advise the Science Technician Manager when orders should be raised for supplies or services and, if requested, collect material locally.
9. Maintain fittings and equipment in a serviceable condition; personally under-taking minor repairs and recommending outside repairs, replacements and maintenance where necessary. Report any damaged equipment or safety concerns promptly to the appropriate person.
10. Implement COSHH regulations.
11. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager

**Other Duties**

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

**Disclosure and Barring Service**

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

**Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

**Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times. To maintain confidentiality according to organisation and legal requirements and all other mandatory regulations are adhered to

**Data Protection**

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.