



RIDGEWOOD  
SCHOOL

<b>TITLE:</b>	Science and DT Technician
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<b>GRADE:</b>	G5 (SCP 4-6)
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<b>RESPONSIBLE TO:</b>	Senior Science Technician/Curriculum Leader for Science/Curriculum Leader for DT
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<b>PURPOSE:</b>	This role will support the Science Department and when required the DT department under the day-to-day supervision of the Senior Science Technician and Curriculum Leaders. This will enable the Senior Science Technician and DT department to ensure that all practical work can at all times proceed efficiently and safely.
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**DUTIES AND RESPONSIBILITIES/KEY AREAS:**

**SCIENCE**

- The Senior Technician and Technician will be jointly responsible for all classrooms across lower school and post-16. Work will be delegated by the Senior Technician each week.
- Technicians will endeavour to minimise workload of other technicians and prepare practical's that are in common throughout the week.
- To have control of the keys to the poison cupboard, the radioactive drawer, the inflammable materials container and all other stock cupboards. To be responsible for labelling, dating and storing of chemicals and for logging radioactive materials in and out.
- To prepare apparatus, materials and solutions and to set up and check equipment and apparatus for use in practical classes and for demonstrations. To retrieve and clear away apparatus. To assist in the preparation and setting up of apparatus, materials and equipment for use in practical examinations or assessments including the practice of assessed/required practical and providing sample results for staff (providing sufficient notice is given).
- To undertake general repair and construction of simple items of apparatus. To maintain laboratory services eg cleaning sinks, clearing and tidying up at the end of every lesson. To dispose of waste laboratory materials in accordance with safety guidelines.
- To assist in the organisation and storage of equipment, materials and apparatus as required and, given reasonable notice to ensure that appropriate apparatus is available when needed.
- To liaise with the Senior Science Technician about the requisitioning and purchase of subject specific materials so they can pass such information to the Science Curriculum Leaders.
- To undertake responsibility for reprographic material as requested and for ensuring such material is available at the time and in the place specified. To keep the Senior Technician informed on the expenditure incurred on reprographics so they can pass such information to the Science Curriculum Leaders.
- To assist with the administration tasks of the Science department e.g. organising

assessments into classes in preparation for marking/data input.

- To catalogue the allocation of student exercise books and textbooks and teachers' inspection book materials. To bring such information to the Senior Technician.
- To make regular stock checks of items, to complete an annual stock check inventory and give appropriate advice about re-ordering equipment and materials. This information to be made available to the Senior Technician and the Science Curriculum Leaders.
- Ensure an up-to-date inventory of available equipment is accessible by staff.
- To order and check delivery of furniture, equipment, stationery and materials. To liaise with the Senior Technician about orders and breakages. To monitor and report regularly to the Science Curriculum Leaders and Senior Technician on all matters arising from capitation and other funding.
- To report regularly to the Science Curriculum Leaders and Senior Technician on the state of laboratories and to inform site team/co-heads of science of any concerns.
- To assist fully in maintaining satisfactory standards of safety and security in accordance with the School and Department Policy Handbooks and with CLEAPSS/COSHH and IOSH recommendations. To put out relevant CLEAPSS cards on request.

#### **DT**

- To support the DT teachers by preparing materials, maintaining workshop equipment (including machines), and ensuring strict health and safety standards during practical lessons.
- To assist fully in maintaining satisfactory standards of safety and security in accordance with the School and Department Policy Handbooks and with CLEAPSS/COSHH and IOSH recommendations. To put out relevant CLEAPSS cards on request.

#### **MISCELLANEOUS**

- To take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
- To take an active role in house activities and competitions, encouraging our most vulnerable learners to engage in the extra-curricular thread of school life.
- To dress in a professional manner in line with the school dress code.
- To undertake any other duties as may be reasonably required by the Headteacher.
- To participate in the process of appraisal.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To undertake appropriate training as required to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week, term time + 10 days.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**