

Job Outline

Science Technician

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| Responsible to: | Faculty Teaching Staff |
| Salary Grade: | LGS Scale 3 (Points 5-6) |
| Part Time: | 35 hours per week, Monday and Friday (8am - 3:30pm), 38 weeks per year plus 1 non-pupil day |

Colne Community School is an expanding school looking to recruit a diligent Science Technician to support our Science Faculty.

Job Purpose

Provide full technician support to the Science technicians and teaching staff, with particular regard to the preparation and clearing of lesson materials and maintenance and repairs of equipment primarily for physics and chemistry lessons.

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Key Responsibilities

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillage then they occur.
- To ensure safe storage and use of laboratory equipment.
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To repair, fix & maintain laboratory equipment that is used in lessons (training can be provided)
- To assist in preparing lesson materials in other faculties from time to time.
- To liaise with other faculties/schools re use of additional/specialist equipment.
- To refer stock requirements to the Head of Faculty
- Maintain a record of equipment in the faculty.

- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of students in the faculty.
- Monitoring on-going experiments as necessary.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

The job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.