



Holywell School

Job Description

Science Technician



JOB TITLE: Science Technician

REPORTS TO: Subject Leader of Science

SALARY SCALE: NJC Scale 4A points 11-15 (Depending on experience)
(£23,120 - £24,666 Actual salary) (£28,142 - £30024 FTE)

HOURS OF WORK: 35 hrs p/w - 8.30am to 4pm, Monday to Friday, Term Time Only

JOB DESCRIPTION

You are required

- to be committed to the education and development of young people at Holywell School
- to be committed to safeguarding and to promoting the welfare of children and young people
- to provide technical support for the efficient and effective delivery of Science education at the school.
- to act in accordance with the ethos, policies and practices of Holywell School
- to carry out duties with due regard to the School Code of Conduct, Safeguarding guidelines and Equal Opportunities requirements.

SPECIFIC RESPONSIBILITIES

The Science Technician will:-

- Prepare equipment, chemicals, specimens and resources for practical sessions, including constructing and setting up equipment as required; creating and preparing resources; photocopying resources and assessment materials.
- Maintain oversight of specialised teaching areas, stores and preparation rooms.
- Assist in practical lessons when required by the teacher providing technical support and supervision as necessary.
- Assist students in the use of specialist equipment and materials in accordance with department procedures.
- Ensure that laboratory safety regulations and necessary precautions and requirements are met; ensuring that laboratories, rooms, store rooms and equipment are kept clean and tidy, including checking equipment for safety and advising students of safety aspects of particular experiments.
- Use and supervise the use of electrical equipment with the department.
- Provide First Aid capacity within the department (including ensuring the departmental first aid kits are maintained).
- Carry out regular stock controls and conduct inventory checks for the department, developing and maintaining a computerised stock-control system.
- Placing orders under the direction of the Subject Leader for Science and the school finance team.

- Ensure that statutory records of poisons, inflammable liquids, alcohol and other scientific materials are maintained and that all materials are correctly labelled and stored.
- Ensuring an up to date chemical database exists under the direction of the teacher.
- Arrange for the safe disposal of chemical, biological and other scientific waste as directed by the Subject Leader for Science and the Site Team, observing appropriate safety and environmental considerations.
- Ensuring that records of breakages, accidents and loans are maintained and that filing, catalogue systems and lists of suppliers are kept up-to-date.
- Help ensure that the department is working in accordance with national health and safety guidance – seeking advice from CLEAPSS as and when required and to be aware of COSHH regulations.
- Assisting with the running and delivery of extracurricular activities within the department.
- Liaising with the other departments within the school as and when required.
- Accompany staff and students on any trips relating to science.
- Support covering staff so that any absence of the usual teacher need not interrupt the planned curriculum.
- Undertake any other duties of a similar level and responsibility as may be required from time to time, that are necessary for the effective function of the department and school.

GENERAL EXPECTATIONS

- support and uphold the Christian ethos of the School
- demonstrate the school values* in action
- establish a happy, safe and stimulating learning environment for students, rooted in mutual respect
- set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
- have a sympathetic understanding of children's needs in this school environment
- attend to personal professional development to ensure keeping abreast of national, local and school initiatives and best practice
- ensure that the regulations and procedures relating to Health & Safety, are followed, taking responsibility for the safety, welfare and discipline of students within the learning environment.
- carry out a share of supervisory duties in accordance with published rotas
- participate in appropriate meetings with colleagues and parents relative to the above duties
- use relevant equipment/ICT packages (e.g. Lab Log, MS Office, SIMS, E-mail)
- keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- support Learning Support Assistants with day to day issues
- ensure effective communication with all colleagues (teaching and support staff)
- share talents, skills, ideas and enthusiasms for the benefit of the whole school and be ready to accept responsibilities that extend beyond the classroom.

* **The Holywell Values** (The important things which drive our vision and which underpin our ethos)
 Appreciation, Compassion, Courage, Creation, Empathy, Endurance, Equality, Fellowship, Freedom, Friendship, Forgiveness, Happiness, Honesty, Hope, Humility, Joy, Justice, Kindness, Love, Patience, Peace, Respect, Responsibility, Reverence, Self-Esteem, Sense of Community, Service, Simplicity, Thankfulness, Thoughtfulness, Tolerance, Trust, Wisdom.