



**JOB DESCRIPTION**

<b>Post title</b>	Science Technician
<b>Salary</b>	Single Status Grade 5
<b>Responsible to</b>	Subject Leader / Senior Science Technician
<b>Main Purpose of the Job</b>	Under the supervision of the Subject Leader/Senior Science Technician, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
<b>Main Functions.</b>	<ol style="list-style-type: none"> <li>1. To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> <li>• actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources</li> <li>• keeping up-to-date with current procedures and practices through continuing professional development</li> <li>• the provision of technical advice and support on health and safety issues to teaching and trainee teachers</li> <li>• the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards</li> <li>• the healthy and safe storage and accessibility of equipment and materials.</li> </ul> </li> <li>2. To carry out health and safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.</li> <li>3. To assist the Subject Leader/Senior Technician with the day to day organisation and development of trainee staff to ensure that essential performances standards are achieved.</li> <li>4. To contribute to the design, development and maintenance of specialist resources and/or long term projects.</li> <li>5. To support the Subject Leader/Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and the Finance department. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.</li> <li>6. Under the overall guidance of the Senior Technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.</li> <li>7. To assist in practical classes and carry out demonstrations.</li> <li>8. To review the system of equipment ordering to ensure it is efficient.</li> <li>9. To review Schemes of Work created by staff to ensure that practicals are highlighted and appropriate.</li> <li>10. To manage the preparation and maintenance of teaching resources for the science staff.</li> <li>11. To oversee apparatus and equipment in science areas to ensure they are in good working order.</li> </ol>

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|  | <ol style="list-style-type: none"><li>12. To be directly responsible for three members of the teaching team supporting them to teach strong lessons, through the provision of resources required.</li><li>13. To support extra-curricular activities providing equipment and advice when needed.</li><li>14. To support and resource primary school events and activities.</li><li>15. To support the Senior Technician in providing a pleasant, safe environment in all the laboratories.</li><li>16. To deputise for the Senior Laboratory Technician in her absence.</li><li>17. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.</li></ol> |
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**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**