



Millthorpe School

JOB DESCRIPTION	
JOB TITLE: Science Technician	Department: Science
	Grade: 5 Level: 1 - 4
REPORTS TO: Senior School Technician	WORKING PATTERN: Monday – Friday 25 - 37 Hours Per Week (Term-time only)
1.	MAIN PURPOSE OF JOB Working under the direction of a senior colleague or Class Teacher, to provide a support service to the science department enabling a safe and well equipped environment for practical work to support the teaching of science to all pupils.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES <ul style="list-style-type: none">• Ensuring the classrooms are equipped and prepared for lessons including the preparation of materials, apparatus or specimens which may be required for demonstrations or practical work. Maintaining appropriate levels of materials and resources.• Under the guidance of a senior colleague setting up and testing demonstrations and ensuring they will work satisfactorily and safely. Supports practical activities for pupils.• Cleaning of apparatus/equipment used by staff and pupils where necessary. Assists in safely and securely storing allocated equipment and materials to prevent unauthorised misuse.• Inspecting classroom equipment, reporting and damage or defects to senior colleague/school site staff (Liaise with all areas of the school and outside organisations). Assist in ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.• Maintaining apparatus and equipment in good working order and carrying out minor repairs where appropriate and within guidelines following undergoing relevant training.• Under the direction of a senior colleague assist in the testing of new practical demonstrations and assisting in devising new practical work within the science scheme maintained by teaching staff.• Assisting with the construction and/or modification of equipment including mounting and display.• Under the guidance of other technicians, ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.

	<p>Perform duties in line with Health & Safety regulations and take actions where hazards are identified.</p> <ul style="list-style-type: none"> • Inspection, maintenance and correct use of safety equipment. • Where appropriate assisting teaching staff with first aid treatment of minor injuries and the maintenance of first aid equipment following relevant training. • Assisting with the operation of an efficient system for requisitioning, transporting and distribution of all items used by science teachers/students in the department. • Operating documentation systems (cataloguing, filing, worksheets etc).Attend staff meetings and training days by agreement with their line Manager/senior technician. • Keep up to date with current procedures and practices through continuing professional development. Participate in training and other learning activities and performance development as required • Under the supervision of senior colleague Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct supervision of staff.</p>
4.	<p>CREATIVITY & INNOVATION</p> <ul style="list-style-type: none"> • Assists in the production of classroom displays. • Assists with the possible preparation of resources for extracurricular activities. • Under the direction of a senior colleague, technicians are required to support in the development of practical ideas on how demonstrations or practical work can be made more interesting and rewarding.
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Internal Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head, Bursar and administration staff.</p> <p>External Comes into occasional contact with maintenance staff, and some external contractors.</p>
6.	<p>DECISIONS - Discretion & Consequences</p> <p>Discretion A senior colleague or Class Teacher is responsible for providing health & safety advice, which the postholder is required to follow, including restrictions or control measures. Safety decisions are largely</p>

	<p>influenced by legislation, especially Health & Safety, COSHH (Control of Substances Hazardous to Health) and CLEAPSS Science Regulations.</p> <p>Consequences:</p> <p>Following the correct safety advice helps to ensure that the correct controls measures are in place for the personal safety of pupils and staff.</p>
7.	<p>RESOURCES - Financial & Equipment</p> <p>Responsible for the proper use and safekeeping of equipment.</p>
8.	<p>WORK ENVIRONMENT - Work Demands, Physical Demands, Working Conditions & Work Context</p> <p>Discretion Daily work is mainly routine and subject to deadlines. It may involve some changing demands but not involving any significant change to the programme under normal circumstances.</p> <p>Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and may involve the handling of potentially harmful materials. This should be carried out in line with the schools back care and manual handling policy, COSHH regulations and any other relevant CLEAPSS legislation or regulations.</p> <p>Working conditions Work is normally classroom based but may also involve contact with potentially harmful substances within a chemical prep room.</p> <p>Work context Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. May involve lone working (only if the senior technician were absent) where lone working procedures need to be observed.</p>
9.	<p>KNOWLEDGE, SKILLS & EXPERIENCE</p> <p>Should have:</p> <ul style="list-style-type: none"> • Motivation to work within a school science role. • Organisational and time management skills • Computer skills eg ECDL or equivalent proficiency • Effective communication skills <p>A Practical understanding of:</p> <ul style="list-style-type: none"> • Health and safety legislation including COSHH/CLEAPSS • First aid

	<ul style="list-style-type: none"> • Risk assessment • Safe manual handling techniques
10.	<p>Position of Job in Organisation Structure</p> <pre> graph TD A[Head of Department/Class Teacher/Senior Technician] --- B[] B --- C[This post] B --- D[Other Jobs at this Level] C --- E[Jobs reporting upto this one - None] </pre>

Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			