



Wadham School – Job Description



SCIENCE TECHNICIAN

Contract: Permanent

Salary Scale: Grade 14 Pt 4-6

20 hours per week, term time plus INSET days

Main Purpose

To prepare and provide resources for practical lessons to meet the needs of the Science curriculum, within Physics, Chemistry and Biology. Adhering to Health and Safety procedures. To assist and support all members of the teaching staff within the department, along with teaching and support staff from outside the department

Main Duties and Responsibilities

To ensure the maintenance of a healthy and safe working environment through: -

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
- Keeping up to date with current procedures and practices through continuing professional development
- The provision of technical advice and support on health and safety issues to teaching staff.
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- The healthy and safe storage and accessibility of equipment and materials
- To contribute to the design, development, and maintenance of specialist resources and/or long-term projects
- To support the team in ensuring the availability of suitable materials and equipment, helping to compile orders, and liaising or negotiating with suppliers and finance department. To include sourcing and costing to maintain stock levels. Keeping up-to-date stock records
- To ensure that both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment are carried out to the required standard
- To assist in the monitoring, controlling, and keeping of financial records of the departmental expenditure, in accordance with the school's policies

Schedule of Duties

Daily duties:

- Preparation of resources, assembling apparatus for the delivery of lessons
- Giving technical and/or health and safety advice to teachers, technicians and students
- Carry out Risk Assessments for technician activities
- Collecting, checking, cleaning and returning equipment to stores
- Answer phone calls and dealing with queries

Weekly duties:

- Obtaining materials by local purchase
- Assisting in practical classes
- General laboratory cleaning of benches and equipment
- Requisition Sheets/Lab logger software

Half Termly duties:

- Maintain equipment, clean and deal with repairs
- Empty glass bins
- Stationary class packs

Other duties within the department:

- Keeping up to date with Health and Safety requirements and with developments in practical science as well as attendance at mandatory courses
- Disposal of waste materials
- Preparing standard solutions
- Trialling practical activities
- Organising, storing, and checking the condition of chemicals and equipment
- Washing Lab coats, cloths, towels as required
- Attend departmental meetings
- Constructing and modifying apparatus
- Setting up and caring for plants and animals
- Checking stock and ordering. Dealing with deliveries and checking invoices
- Keeping stock records
- Maintaining Resources
- Keeping financial records and petty cash
- Preparation for and attendance at open evenings
- Assisting with the running of a Key Stage 3 Science Club
- Liaising with the Curriculum Lead to manage the Science Ambassadors program with the local feeder schools
- Setting up I.T equipment, data logging, for practical lessons
- Fire warden for department
- Assisting with organising social events in science

Other times of the year, outside the Science department

- Reading/Scribing for students with exam concessions
- Assisting on school trips/DoE
- Other duties as required by the Headteacher or Curriculum Lead

Personal Attributes**Education and Qualifications****Experience**

The successful candidate/s must have experience of working with people and working in a school. It is desirable that they have experience in working with vulnerable young people and have safeguarding experience

Skills and Abilities

- Have good communication skills to support pupil learning and progress
- Establish relationships with pupils built on respect and trust to allow for confidence in support of personal development and well-being
- Consistently model and promote the positive values, attitudes and behaviour expected.
- Work effectively and supportively as a member of the school team
- Be flexible, with the ability to be proactive and use initiative
- Be organised and self-driven
- Seek and accept support as part of personal improvement
- Have the ability and independence to make decisions in relation to the care, control and safety of pupils
- Excellent time management
- Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable
- Respect others and be able to embrace the ethos and values of the school
- Have the ability to support, challenge and inspire

Motivation

Your resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do

Notes

This job description may be amended at any time in consultation with the postholder.
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Key to Acronyms Used/Glossary of Terms that may be used in this Job Description

ISR = Internal Suspension Room
ACEs = Adverse Childhood Experiences
EHCP = Education Health Care Plan
DSL = Designated Safeguarding Lead
PSP = Personal Support Plan
TAF = Team Around the Family
SLT – Senior Leadership Team

SENDCo = Special Educational Needs and Disabilities Coordinator
HoY = Head of Year
AHT = Assistant Headteacher
DHT = Deputy Headteacher