



St Gregory's Catholic School

Kent Catholic Schools' Partnership



Job Title:	Science Technician
Salary Grade:	Kent Range 5
Line Manager:	Lead Science Technician

Purpose of Job:

To provide technical assistance and support activities to teaching staff and the Subject Leader for Science in their role of undertaking teaching and pupil support in the delivery of the Science curriculum in Key Stages 3 to 5

Key duties and responsibilities:

1	Support	
1.1	Support for Students	Support students in accessing learning activities using specialist skills, as directed by the teacher Assist with intervention and enrichment sessions
1.2	Support for Teachers	Ensure the creation and maintenance of a clean and orderly working environment Be responsible for keeping and updating records as agreed with teachers and the Subject Leader Promote and ensure the Health and Safety, and good behaviour of students at all times Design, prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use Assist the teacher with learning activities ensuring health and safety and good behaviour of students Respond to staff weekly request forms Assist in the development of lesson/work plans, administration of coursework, worksheets, etc. Provide clerical/admin support e.g. photocopying, printing, display, collection and recording of money, etc. Contribute to planning, development and organisation of systems/policies/ procedures
1.3	Support for School & Curriculum	Monitor and arrange orderly and secure storage of supplies In the allocated preparation rooms ensure an organised and accessible (e.g. labelled shelving, etc) environment that is safe and orderly Maintenance of everyday equipment, check for quality/safety Undertake simple repairs and report any replacement, repair or new equipment needs as necessary Operation of everyday equipment in accordance with instructions Updating stock records as appropriate Carry out risk assessments on any appropriate activities personal to them Inform Subject Leader of any safety concerns or issues immediately Liaise with Subject Leader regarding safety issues in designated laboratories. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend relevant meetings as required Participate in training and other learning activities and performance development as required Assist with the supervision of students out of lesson times, e.g. clubs, extra-curricular activities



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2	Resources and Administration	
2.1	Resources	Operate the relevant equipment, including in a safe and appropriate manner.
		Ensure orderly and secure storage of relevant equipment and premises at all times.
		Be responsible for the provision/ordering of stock and equipment.
2.2	Administration	Ensure correct and up to date stock lists of equipment and materials. In addition supervision of the requisite Health and Safety checks
		Checking for damage and vandalism on a daily basis undertaking relevant repairs or arranging for attention as required

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	5 GCSE (A*- C) including English Maths and Science (or equivalent)	E
	Biology/Physics/Chemistry degree or Biology/Physics/Chemistry A level	D
	Health & Safety & COSHH Accreditation	D
	Accreditation in Basic First Aid	D
Knowledge & Experience	Knowledge and experience of Health and Safety and COSHH regulations	E
	Practical knowledge and experience of science in a laboratory environment	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
	Minimum of 1 full years' experience of working in a relevant technical field at NVQ level 2	D
Skills, Qualities & Abilities	Experience of setting up Biology/Chemistry or Physics KS4 and KS5 practicals	D
	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D