



## St Laurence School Job Description

<b>Title of Post:</b>	General Science Technician (Chemistry)
<b>Grade:</b>	NJC Pay Scale SCP 9 - 11
<b>Contract Terms:</b>	NJC Terms and Conditions SLS Generic job description for all support staff (technician) 27 hours per week, Monday to Friday, 39 weeks per year (Term time only)
<b>Fundamental Task:</b>	To provide timely, adaptable and effective technician support for the Science team.
<b>Relationships:</b>	<p>The postholder is responsible to:- The Headteacher in all matters. The Senior Technician in all matters relating to the programming of technical and practical content of work in the specialist area.</p> <p>Professional interaction with colleagues and external suppliers / contractors / local businesses is expected in order to maintain productive relationships and promote mutual understanding.</p> <p>Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.</p>
<b>Main Duties:</b>	<ul style="list-style-type: none"><li>• To be an effective member of a busy technician team.</li><li>• To prepare and clear away practical materials from lessons, including making solutions, taking care of laboratory equipment and apparatus. A Science/chemistry background or experience as a technician is required.</li><li>• To monitor the return and safe storage of equipment and materials on a daily basis in accordance with Health and Safety regulations.</li><li>• To provide regular information about stock levels to the senior technician.</li><li>• To maintain equipment in a serviceable condition, undertaking minor repairs (where suitably trained) and recommending outside repair or replacement where necessary.</li><li>• To assist the Department in any further reasonable matters.</li></ul>

**For all staff** - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school