



Christ the King College

JOB DESCRIPTION: Science Technician

Date: June 2022

Reporting to: Senior Science Technician/ Head of Science

Responsible for:

Salary: NJC Scale 3, Point 5 to 6

Working Conditions: 32.5 hours/week; term time plus 5 days

Main Purpose of the Job

To provide technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

Main Responsibilities

Key Responsibilities:

- Prepare resources for practical activities as instructed by relevant teaching staff and to ensure that all necessary equipment and materials are available in the appropriate teaching area for the start of the lesson
- Remove relevant equipment and resources after practical activities from the classroom; cleaning any spillages and disposing of hazardous non-hazardous waste in accordance with established guidelines in order to ensure a safe and clean learning environment; to return equipment and resources to the relevant store area.
- Support students in accessing learning activities under the guidance of a teacher and to provide feedback to students in relation to progress and achievement
- Administer routine tests and support the invigilation of exams
- Provide technical advice and guidance to staff and students in order to ensure a safe learning environment
- Carry out risk assessments for technical activities as appropriate
- Assist in practical activities and carry out demonstrations
- Actively promote a healthy and safe working environment by contributing to the monitoring and review of H&S procedures; keeping up to date with current H&S regulations and procedures; ensuring the appropriate handling, storage, and regular maintenance of equipment and materials and acting as Fire Marshal if required (appropriate training will be provided)
- Routinely carry out appropriate checks and maintenance of fume cupboards, chemical stores, first aid kits, and other safety checks
- Assist with the preparation and mounting of displays and visual aids
- Assist with the ordering of equipment and resources in accordance with the College's purchasing procedures; checking delivering; stock taking; and record keeping
- Carry out general cleaning, maintenance and repairs in order to ensure a clean, safe and orderly working environment
- Take care of plants and animals kept within the Science area for teaching and learning purposes, including feeding and cleaning as appropriate



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- Provide clerical/administrative support to the Science Department, carrying out photocopying and filing, maintaining records as necessary
- Accompany College trips and visits as appropriate
- Contribute to appropriate extra-curricular provision

General Responsibilities/Organisational Effectiveness

- To undertake supervisory duties at breaks and lunchtimes
- To work collaboratively with the teaching, learning support and administrative staff colleagues as required.
- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.
- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

The postholder may also have to carry out other duties as may be necessary from time to time as directed by the Line Manager or Headteacher, within the remit and skill set required for this post.