CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Science Technician

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 27 hours and 30 minutes per week, over 5 days (Monday – Friday)

Daily working hours will be negotiated with the successful candidate and will include a 20 minute paid break (if working more than 4 hours per day), to be taken at times agreed with the Line Manager.

GRADE: E

RESPONSIBLE TO: Responsible to the Head of Science and through the Head of Science to the Head and Governors.

JOB PURPOSE: To undertake duties in support of the work of the Science teaching staff.

KEY TASKS:

PREPARATION OF MATERIALS AND EQUIPMENT FOR SCIENCE LESSONS:

1. Collecting apparatus and chemicals from store.
2. Preparing necessary solutions.
3. Checking individual components in and out for class use.
4. Arranging for apparatus, including visual aids, to be in rooms ready for lessons.
5. Preparing experiments, setting up apparatus and equipment for demonstration and practical lessons, with specific responsibility for Chemistry and Physics.
6. Liaising with staff over use of rooms, equipment and stock.
7. Returning apparatus, equipment and chemicals to storage as soon as possible from laboratories.
8. Repairing/maintaining or arranging the repairing/maintenance of laboratory equipment.

ROUTINE MAINTENANCE OF SCIENCE LABORATORIES AND PREP. ROOMS THEIR EQUIPMENT AND SERVICES:

1. Switching on/off mains services.
2. Maintaining laboratories, keeping them clean and tidy in conjunction with the Head of Science.
3. Cleaning of sinks, chemicals on bench tops and spillages of chemicals on the floor.
4. Storing materials tidily in accordance with Health and Safety regulation.
5. Keeping materials clean.
6. Looking after plants kept in the Faculty.
7. Cleaning safety spectacles, safety screens and fume cupboards.

MAINTAINING STOCK OF SCIENCE MATERIALS, CHEMICALS AND EQUIPMENT:

1. Taking stock of chemicals, consumables and breakable items.
2. Writing orders and checking deliveries.
3. Ensuring purchase requirements for experiments are done during working hours.

HEALTH AND SAFETY:

1. Advising staff of any problems associated with practical activities.
2. Providing advice and assistance on the development of new class practicals.
3. Ensure all use and disposal of chemicals follow CLEAPPS Guidelines.

SUPPORT FOR THE SCHOOL:

1. Attending and participating in meetings as required
2. Improving one's own practice through training, observation, evaluation and discussion with colleagues.
3. Keeping abreast of current developments.
4. Assisting in the setting up for open evenings and open mornings.
5. Accompanying pupils and teachers on science related school trips.
6. Support Faculty Science club.

SUPPORT SCIENCE TEACHERS ACCORDING TO THEIR QUALIFICATIONS AND EXPERIENCE IN SUCH DUTIES AS:

1. Assisting teachers and pupils in the classroom during practical work as and when required by teaching staff.
2. Constructing apparatus and equipment.
3. Care of audio visual equipment.
4. Reprographic work - if required in an emergency.
5. Development of systems of storage and stock maintenance.
6. Development of experimental work in teaching schemes.
7. Making audio/video recordings and organising bookings for the use of this equipment.
8. Organise display work according to teacher's requirement.

SUPPORT SCIENCE TECHNICIAN APPRENTICE:
If the school appoints a Science Technician apprentice to support him/her through his/her training, giving guidance, advice and direction where appropriate.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement
The post is term time, including Inset days which totals 44.55 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Claims/Time off in Lieu
If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation
A resignation period of 1 month is required.

Disclosure & Barring Service
All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.22.

Post Holder Sign: …..…….…… Date:……

Please print your name……..……

Line Manager Sign……..……..…… Date:……..……..

Please print your name ……..……

November 2021