

## Job Description

<b>POST</b>	<b>Science Technician</b>
<b>Salary/grade</b>	Grade 2 Range 2 - 4
<b>Contract</b>	39 weeks per year  15 hours per week  Hours: To be discussed at interview but likely to be worked across three days, times TBC
<b>Reporting to</b>	Senior Science Technician
<b>Job Purpose</b>	The role of Science Technician is to provide technical and administrative support for Science staff to support teaching and learning within health and safety guidelines.
<b>Vision</b>	We want all Claydon High School students to have a strong sense of identity, show pride in themselves, and compassion towards others. Through embracing challenges they will develop confidence, and by making links across their learning they will have a comprehensive and coherent set of knowledge and skills for their futures. Within an outward looking and inclusive school community our teachers will ignite a passion for learning and inspire our students to strive for excellence, enabling them to contribute to the diverse communities in which they will live and work. These attributes and attitudes, along with a conscientious approach, will ensure all students secure and achieve aspirational choices and destinations so they can be the “best they can be” and “be the best for life”.
<b>Main Responsibilities and Duties</b>	<ul style="list-style-type: none"> <li>● Prepare and set up equipment for lessons and to manage the safe acquisition, storage and disposal of equipment and chemicals used in the delivery of the Science curriculum</li> <li>● To handle toxic, corrosive, carcinogenic chemicals</li> <li>● To prepare and maintain resources for teaching staff</li> <li>● To undertake safe disposal and/or storage of chemicals</li> <li>● To assist in the monitoring of the Health and Safety and maintenance requests</li> <li>● To undertake annual stocktaking of equipment</li> <li>● To make sure that store cupboards and laboratories are kept tidy</li> <li>● To service equipment and undertake minor repairs</li> <li>● To organise and order stock on request</li> <li>● Washing equipment after lessons</li> </ul>

<p><b>Additional Duties</b></p>	<p>As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.</p> <p>To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</p> <p>May be required to be an appointed person for first aid.</p> <p>To carry out such other duties which may be required from time to time, within the grading of the post.</p>
<p><b>Professional Behaviour</b></p>	<ul style="list-style-type: none"> <li>● To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels</li> <li>● To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate</li> <li>● To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school</li> <li>● To provide a good role model for students</li> <li>● To support and uphold the aims, values and ethos of the school</li> <li>● To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect</li> <li>● To maintain an appropriate and professional distance with students in more informal situations</li> <li>● Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context</li> <li>● To celebrate and praise the achievements of staff and students</li> <li>● To deal with students in a manner which conveys mutual respect</li> <li>● Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way</li> <li>● Be smartly and professionally dressed</li> </ul>
<p><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>● To continue personal development as agreed at appraisal review meetings</li> <li>● To engage actively in the appraisal review process</li> <li>● To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>● To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>● To show a record of excellent attendance and punctuality</li> <li>● The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the postholder to undertake this new/ varied work.</li> </ul>

***Claydon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

Signed: Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder: \_\_\_\_\_ Date: \_\_\_\_\_