

Job Description

Title of post	<i>School Technician (Science)</i>
Salary	<i>Grade D SCP04 – SCP06</i>
Hours of work	<i>Term Time plus 5 Training Days. Permanent. 37 hours per week.</i>
Line manager and responsible for reviews	<i>Head of Science</i>

Purpose of the Post

The school is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Harrogate High School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Harrogate High School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Weekly Requisition of Equipment

- Evaluate requisition requests.
- Making adjustments as necessary, i.e. in cases of clashes.
- Advising and suggesting appropriate practical experiments.
- Responding to last minute changes of plan.

Preparation of Laboratories

- Preparing chemicals and solutions.
- Providing appropriate equipment for each practical session.
- Setting up demonstration equipment as deemed necessary.
- Clearing up and cleaning apparatus and glassware after practical work.
- Ensuring work areas are maintained in a clean and safe condition and dealing with breakages and spills.

Science Practicals

- Phasing in specification changes, new courses, trialling new practicals and adjusting as necessary.
- Adjusting current practical experiments to guidelines as per CLEAPSS and COSHH instruction.
- Working with external facilitators to prepare equipment for courses held both internally and externally.

Maintenance of Equipment

- Carrying out minor repairs to equipment.

Stock Records and Requisitions

- Preparing stock, working solutions and highlighting when stocks are low.
- Deciding what equipment/chemicals are needed as agreed with Line Manager.
- Preparing orders and checking deliveries.
- Chemical stock lists.
- Equipment stock lists.
- Ensuring the capital items stock books are up to date.

Health and Safety

- Be a point of contact for enquiries on Health and Safety matters including being aware of risk assessment content.
- Ensuring as far as possible all Health and Safety equipment is provided in lessons as appropriate.
- Provide a hazardous chemical list to be held off premises in case of fire.
- Assisting the Radiation Protection Advisor with the annual inspection of radioactive sources and keeping a record of such (training will be given as required).

Display

- Maintain displays within the faculty area.

Wider Responsibilities

- Engage in the <School/Academy/Trust> Performance Management process, and professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the <School/Academy/Trust> goals and Development Plan.
- Contribute to extra-curricular provision within the <School/Academy/Trust> carry out a share of supervisory duties in accordance with published rotas.
- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the <School/Academy/Trust> equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the <School/Academy/Trust>, its students, parents and carers acting in accordance with General Data Protection Regulation (GDPR) at all times.
- Contribute to and support the overall life, work/aims and ethos of the <School/Academy/Trust>.
- Participate and engage in training and appraisal as required.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.