



## **JOB DESCRIPTION**

### **Science Technician**

<b>Title of Post:</b>	Science Technician
<b>Responsible to:</b>	Senior Science Technician / Head of Science
<b>Contract:</b>	Permanent, Term Time Only plus the first Inset Day in September
<b>Hours:</b>	16 hours per week
<b>Salary:</b>	Grade H1 (2) to H3 (6) plus fringe allowance ( <i>salary dependent upon experience</i> )

#### **Main Purpose of the Job:**

- To play a key role in supporting the delivery of practical science lessons in Biology, Chemistry and Physics, ensuring that materials and equipment are prepared and maintained to high standards, helping teachers provide students with engaging and safe practical experiences.

#### **Main Tasks and Responsibilities:**

- To seek to be pro-active whilst taking direct instruction and guidance from the Head of Science and Senior Science Technician.
- To provide reasonable support to teachers during the course of the day in and out of the classroom, this includes liaising with staff to discuss timetables, equipment requirements, work plans and giving technical advice and support to both staff and students.
- To set up, prepare and support experiments/demonstrations for classes, including measuring of chemicals and laying out of equipment as requested by the teachers (this will also involve running trials of trials of experiments prior to classes).
- To handle and prepare chemicals, including the safe disposal of chemical and biological waste.
- To provide practical equipment and consumables as and when required by the teachers.
- To keep up to date with technical developments, especially those which can save time and improve reliability; conducting searches on identified topics relevant to the research.
- To ensure the laboratories, all equipment and materials are collected, cleaned and stored safely after each lesson and to deal with any chemical spillages.
- To ensure that all materials and equipment are well maintained by checking them for quality and damage before and after use by a class, organising repair as required.
- To maintain clean and tidy classrooms, preparation room and store area, ensuring areas are safe, free from hazards, well organised and stocked with all necessary materials and equipment.
- To assist in cleaning the work surfaces in the classroom before and after each lesson.
- To work with the Senior Science Technician and the Head of Science in the procurement of new or replacement equipment.
- To liaise with those with leadership responsibilities in the department to ensure the laboratories and prep rooms are safe and any issues are reported and action taken.
- To follow and advocate the department health and safety policy and all guidelines relating to the role including following guidance from CLEAPSS.
- To liaise with maintenance staff regarding any gas/electrical/water issues which may occur within a specific area.
- To support staff in maintaining and updating quality and relevant displays across the department.
- To participate in and contribute to meetings including attending the first Inset day of the school year.
- To engage in and build on positive working relationships within the department.
- To reflect and act on feedback undertake relevant CPD and training.
- To make a positive contribution to the life of the school.

- To promote, advocate and follow school policies.
- To maintain stock of plants and small animal species within the department.
- To carry out administrative duties as required by the Head of Science/Senior Science Technician
- To undertake any other task deemed necessary by any member of the Senior Leadership Team, Head of Science and/or Senior Science Technician commensurate with the level of this post to help support teaching and learning within the school.

**General Responsibilities:**

- To participate in the school's staff development (CPD) programme.
- To act as Fire Warden and First Aider.
- To ensure, where appropriate, the effective deployment of classroom support.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary, with parents and external agencies, following school policies.
- To attend Open Evenings, Parents' Evenings and other whole-school events as required.
- To attend Monday morning staff briefings.
- To adhere to the expectations laid out in the Staff Code of Conduct.
- To understate the importance of the Data Protection Act (2018) and UK GDPR and their application in the workplace.
- To apply the principles of the DfE's 'Keeping Children Safe in Education' and the school's Child Protection and Safeguarding Policy.
- To support the Catholic Ethos of the school.
- To implement other school policies consistently.
- To participate in the school Appraisal scheme, including target setting and review.

**This is a term time only (plus the first Inset Day in September) contract, 16 hours per week which includes a probationary period.**

**Job descriptions are reviewed annually.**

Applicants need to complete the Catholic Education Service (CES) Application form and in the personal statement section explain why they believe they are suitable for the role, taking note of the person specification. The contact details for two referees should also be included and these will be contacted *before* the interview.

Loreto College is an equal opportunities employer. Applicants from under-represented groups are encouraged to apply.