



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Science Technician	
Working Pattern	37 hours per week / Term time plus one week	
Salary Scale	Grade 3 - £25,583 – £25,989 per annum pro rata (actual starting salary £22,569.32 per annum)	
Purpose of the Job	To work under the direction of the Director of Science complying with current school policies and Health & Safety legislation and carry out the duties of a Science Technician efficiently and effectively.	
Responsible To	Director of Science	
Responsible For	N/a	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Medium
	Degree of Responsibility for Children	Medium
Conditions of Employment	The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching	

Purpose of the post

To support the work of staff and pupils in laboratories and classrooms as necessary. To be responsible for the preparation and maintenance of resources under the guidance and supervision of Director of Science, Heads of Departments Teaching staff whilst ensuring that all Health and Safety regulations are adhered to.

Role and responsibilities

- Making up solutions.
- Assembling Apparatus.
- Delivering equipment to rooms.
- Collecting, checking, and returning equipment to stores.
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- General laboratory cleaning (bench surfaces, sinks and fixed equipment).
- Organising and storing chemicals equipment.
- Stocktaking chemicals and / or equipment.
- Disposing of waste materials.
- Caring for plants.
- Trialling practical activities.
- Carrying out risk assessments for technician activities.
- Providing technical support to teachers.
- Assisting in practical classes.
- Keeping up to date with developments in practical science.
- Keeping up to date with health and safety requirements.
- Carrying out health and safety checks on laboratories, prep rooms, and stores.
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first- aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Placing orders; checking deliveries.
- Liaising with the Heads of Departments and Science teaching staff.
- Laundering protective laboratory coats using the facilities available in the Science Department

Additional Specific Responsibilities:

In Addition:

- To work collaboratively with colleagues
- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional duties or responsibilities as the school develops and/or the need arises
- To participate in the school's performance review process
- To work in a professional manner and to maintain confidentiality at all times
- To be a fire warden and carry out duties in connection with this role (training provided)

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people