



Science Technician Job Description

Start Date: August 2022

Contract Type: Permanent

Salary: London Borough of Newham Scale 3 Point 5

Hours: 36 hours per week Term Time + 3 Weeks

Line Manager: Senior Science Technician & Curriculum Leader for Science

Purpose of Job:

To work as a member of a team providing technical service to the Science Department with particular responsibility for setting up and supporting practical demonstrations for classes.

Duties and Responsibilities:

- Preparing apparatus, materials, solutions and setting up/checking equipment and apparatus for use in practical classes as well as setting up demonstration ready to be used for class teachers. This may include laptops or any ICT resources used in class teaching.
- Retrieving and clearing away apparatus etc.
- Basic construction and modification of apparatus.
- General maintenance (including cleaning) of apparatus and equipment.
- Basic maintenance of general laboratory services and facilities.
- Reporting faults to senior technician and Curriculum Leader.
- Disposal of laboratory waste material as directed, in accordance with COHSS established guidelines.
- Participation in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School policies.
- Other appropriate duties as requested by the Curriculum Leader for Science or Leadership Team. This may involve work in any area of the department and on any site of the school.
- To be a trained first aider.

Health and Safety

- Maintain up to date knowledge and understanding of Health and safety regulations as well as new developments in legislation and complete safety audits as directed on science equipment and laboratory facilities.
- Participation in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School policies.
- Work closely with the school's Radiation Protection Officer and the Radiation Protection Advisor to ensure the safe storage and use of radioactive materials.
- Undertake routine maintenance, safety checks, cleaning of laboratory equipment, carrying out or organising repairs for faulty equipment and other identified faults as necessary.
- Safe storage and/or disposal of apparatus, materials, chemical, biological and radioactive waste materials in accordance with school procedures and legal

requirements/regulations, reporting to the relevant source of any deterioration and defects in equipment, materials and supply of services (electrical/gas/water).

- Assist in the promotion and observance of a safe working environment, including contributing to writing and reviewing risk assessments. Then distributing these to students and teachers as needed.
- To be a trained first aider.

Generic responsibilities

- Carry out responsibilities with due regard to School policy, organisation and arrangements for Health & Safety at work, Equality Law and Keeping Children Safe in Education.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform duties of a similar nature as from time to time may be required by the Head Teacher. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To be willing to undertake fire marshal duties and training as directed by the Leadership Team.
- To undertake appraisal for other technicians in the department.
- To evaluate and improve your own practice, and take responsibility for personal professional development. This may lead to improvements in the day-to-day running of the school.
- To maintain professional portfolio of evidence to support the appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- To undertake duties that lie within the post holder's competence. This will contribute to the learning environment within the school, which may be required from time to time.
- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role, as may be required by the Head Teacher.

Additional duties and tasks will be negotiated and agreed at the time of appointment, and/or appraisal review at the direction of the Headteacher.

This Job Description is current at the date shown. In consultation with your Line Manager or Head Teacher this description may change to reflect or anticipate changes in the job with respect to the salary and job title. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation of the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and Code of Conduct. All above duties to be carried out in line with current Health & Safety legislation.