



Job Description

POST HOLDER	Science Technician
ACCOUNTABLE TO	The Science Technician will report directly to the Senior Science Technician and Head of Science
SALARY/SCALE	<ul style="list-style-type: none"> • NJC grade B1, Scale Points 4 - 6 • Salary £23,114 - £23,893 per annum • Actual salary £18,764 - £19,396 per annum
DETAILS OF POST	<ul style="list-style-type: none"> • 35 hours per week, term time only plus 5 days • Monday to Friday • Main place of work St. John Fisher, Harrogate
JOB PURPOSE	The Science Technician will co-ordinate the use of practical resources to meet the needs of the Science Department ensuring and maintaining a safe working environment.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> • To assist the Senior Technician with the maintenance of all resources, chemicals and equipment required for nine laboratories, a preparation room and the Science work room. • Collect, assemble/construct, prepare, modify, issue, clear away, clean and store resources and solutions required for practical and non-practical lessons and demonstrations. • Prepare practical requisitions in collaboration with teaching staff. • Assist teachers and students in practical lessons where necessary. • Maintain a clean and tidy environment around the laboratories and prep room. • Check and repair equipment regularly and report faults through agreed set procedures. • Ensure that all chemicals and equipment are stored safely and appropriately, according to health and safety regulations. • Ensure that potentially harmful chemicals (i.e. flammable, toxic, corrosive, radioactive) are treated and disposed of safely, according to health and safety regulations. • Assist Senior Technician with maintaining the Science Faculty inventories, ensuring an accurate ongoing record of chemical stock and practical equipment. • Assist Senior Technician with collating orders of equipment, chemicals and stationery and take receipt of these goods; checking, recording, and storing items received. • Provide specific, technical advice on health and safety issues to teaching and technical staff. • Keep up to date with the latest developments in scientific health and safety and implement these procedures in school practical work. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

	<ul style="list-style-type: none"> • Participate fully in the performance management system. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and performance development as required. <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota. • To undertake First Aid at Work training and act as a First Aider. • Assist with / attend school trips, visits and out of school activities as required to supervise pupils. • To undertake invigilation duties as required. • Carry out any other duties as may be reasonably required or directed by the Office Manager, Assistant Headteacher, Headteacher and members of the Senior Leadership Team. • Ensure that your conduct within and outside of St John Fisher’s does not conflict with the school’s Catholic ethos and organisational expectations. • Observe standards of appearance appropriate to this professional environment. • Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St John Fisher expects all staff to treat others with respect and courtesy. • Maintain confidentiality in all matters. • To contribute to the overall ethos, work and aims of the school. • Comply with the school’s approved policies and procedures. • To attend relevant meetings as required. • To participate in training and other CPD opportunities and Performance Management as required. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. John Fisher, it must be accepted that, as the school’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	