



## JOB DESCRIPTION

### POST: Science Technician

Level 4 scp 4-7 (£24,404 - £25,584)

Actual starting salary £21,346

37 hours per week term time + INSET

Monday-Thursday 8:30am - 4:30pm

Friday 8:30am-4:00pm

### Purpose of the Post:

- The Laboratory Technician is responsible to the Head of Department for the effective delivery of technical support to the school in areas designated by this job description. Technicians will not be responsible for other staff. The Laboratory Technician is not expected to hold a recognised technician's qualification, although they may be studying towards such a qualification.

### Main duties and tasks:

- Provision of support services to the teaching staff in organising requirements for their work
- Under guidance, prepare materials and setting up/clearing away equipment required by teaching staff
- Assist in the oversight of specialised teaching areas, stores and preparation rooms and arrangements of maintenance and repair services to equipment and working surfaces
- Assist in the maintenance of stock and breakage records, catalogues and user manuals
- Assist in the ordering, receiving and accounting for new stock and equipment
- Assisting in the maintenance of safety standards in departments
- Maintenance of all scientific equipment relevant to the post which may include living organisms, care of animals and plants
- Simple design and construction of apparatus and routine repair and maintenance of apparatus as permitted under Health and Safety legislation
- Assistance to teaching staff with demonstration lessons and class practicals
- Operation of audio-visual equipment and the arrangement of appropriate maintenance and servicing
- Any other duties which are commensurate with the grading of the post

### Supporting the School

Supporting the school achieve its aims by:

- fully supporting the Catholic Ethos of the school.
- being aware of and following relevant school procedures and policies



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- promoting positive links between home and school and the wider community
- respecting the sensitivity and confidentiality of information about the children and the school in general, following the school safeguarding policy
- being aware of daily and forthcoming events
- being a positive role model for the children and parents
- maintain positive professional relationships with all colleagues
- actively promoting the ethos and vision of the school
- supporting special school events
- attending relevant in-service training

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| <p>This job description may be amended at any time following discussion between the Headteacher or line manager and member of staff, and will be reviewed annually.</p> |
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*This school is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.*