William Ellis School

Job Description

William Ellis School is committed to safeguarding children and all appointments are subject to an enhanced CRB check.

Title of Job: Science Technician & Curriculum H&S Officer
Department: Science Support Staff
Grade: Scale 5, spine point 12-15 (£26,544- £28,005) – All year round - Hours 8.30am to 4.30pm

PERSON REPORTS TO: Head of Science

Main Responsibilities and Activities:

To provide a technical service to science teaching, contributing skills and knowledge to the science team and promote equality of opportunity for pupils and staff. To prepare apparatus, materials and solutions. To set up and check apparatus and equipment for use in practical classes. To make available audio-visual equipment and accessories. To set up, and on occasions, operate demonstrations and assist in practical classes. To retrieve, clear away and clean apparatus and to maintain general tidiness in laboratories and preparation rooms. To construct and modify apparatus, to trial practical work and provide feedback. To risk assess personal work and class practical work and inform teaching staff of potential risks as necessary.

Duties:

General

- Being responsible to the Head of Science for the technical service to teaching in the Science Department.
- Organising the technician service to meet the needs of teaching, including setting up and operating
- systems for the organisation and administration of a technical service.
- Identifying, in consultation with teaching staff, the technical and technical support needs generated by the curriculum and, in particular, curriculum change.
- Identifying own training and staff development needs.
- Setting up and operating a system of local-communication, including ensuring appropriate information is issued to members of the science department.

Equipment and stock

- Ensuring that appropriate stock levels of apparatus and materials are maintained, including maintaining stock records and carrying out stock checks.
- Identifying equipment needs in consultation with teaching staff and participating in the selection of new equipment.
- Organising storage of equipment, apparatus and materials, including chemicals, in accordance with relevant regulations.
- Disposing of and arranging for the disposal of waste laboratory materials including chemicals and biological waste in accordance with established laboratory procedures and relevant regulations.
- Participating in the development of science departmental practical and technical facilities to meet teaching and learning needs.
- Maintaining, repairing and arranging for maintenance and repair of laboratory services, facilities and equipment.
- Providing routine care of plants and animal collections.

Finance

- Assisting in ordering, receiving and accounting for all supplies, including stationery.
- Placing and progressing orders, ensuring that expenditure is in accordance with departmental policy, checking deliveries.
- Keeping appropriate financial records, including assisting in the maintenance of records of expenditure and handling petty cash.
- Advising the forward financial needs of the technical service to teaching.
- Liaising with the school accounts section as necessary.
- Assisting the Head of Science with regard to the financial management of the department.

Preparation of practical lessons

- Preparing apparatus, materials and solutions, and setting up equipment and apparatus (including computer equipment) for use in practical classes, including A-level Biology practical's and assessments; overseeing all use of equipment.
- Setting up and on occasions carrying out demonstrations.
- Retrieving and clearing away apparatus after use.
- Constructing and modifying apparatus.
- Maintaining stocks of basic equipment in each middle floor laboratory; organising appropriate storage.
- Maintaining stocks of other frequently used equipment, chemicals, solutions, textbooks and stationery in the middle floor preparation room, organising appropriate storage.
- Participating in the identification of new equipment needs and replacement of capital items.
- Obtaining materials from local suppliers as necessary.
- Giving technical advice and assistance to teachers and pupils; assisting in practical classes as appropriate.

Safety

- Ensuring the satisfactory standards of laboratory tidiness, safety and security are maintained, including end of day checks, such that conditions in laboratories and preparation rooms is within the regulations set down in the Health and Safety Act 1974.
- Liaising with other departments in the school and with other establishments and appropriate sections of the Borough as necessary.
- Undertaking regular first aid trained.
- Carrying out risk assessments on any appropriate activities personal to the Science department and/or pupils and advise staff about any potential risks.
- Informing Head of Science of any safety concerns or issues immediately.

Technology

- Setting up and assisting teachers and pupils in the use of new technology in the classroom, including the operation of data logging equipment, control systems and word-processing/database facilities.
- Participating in the computerisation of the administration, accounts, stock records and resource libraries of the department.

Additional

- Providing clerical support as required e.g. displays and distribution of cover work
- Participating in the organisation, storage and distribution of all book and stationary requirements, including updating records (on a computerised database when possible).
- Participating in setting up of equipment etc. for practical exams or assessments, open days, parents' evenings, extra science lessons and Science Club activities.
- Other appropriate duties as requested by the Head of Science or member of SLT.

Selection Criteria

1. ONC, OND, BTEC/TEC Certificate, 2 A-levels or equivalent qualifications in appropriate subjects.
2. General laboratory technical skills and a general knowledge of science.
3. Ability to participate in the technical service to the school Science Department, including setting up and operating systems of laboratory organisation.
4. Ability to work as part of a team of technicians.
5. An ability to respond technically to changes in course content and teaching methods.
6. Ability to communicate effectively both orally and in writing to establish professional relationships with all members of the school community.
7. An understanding of, and commitment to, Equal Opportunities and Safety Policies.