

Job Description

POST	Senior Science Technician
Salary/grade	Grade 3 Range 4 - 6
Contract	39 weeks per year 30 hours per week Hours: Monday – Friday 8.30am-2.30pm <i>Working hours and days to be negotiated according to the timetable each academic year.</i>
Reporting to	Head of Faculty - Science
Job Purpose	The role of Senior Science Technician is to provide technical and administrative support for Science staff to support teaching and learning within health and safety guidelines and co-ordinate any other technician team members.
Vision	Our vision for the students at Claydon High School is that they all achieve or exceed their potential, develop their independence and become enquiring and resilient learners who understand their role as outstanding members of the community, within and beyond the school, and are prepared for the challenges of the world. All staff are committed to providing an inspiring, inclusive and aspirational learning culture in a supportive and stimulating environment that engages, enhances and promotes achievement.
Main Responsibilities and Duties	<ul style="list-style-type: none"> • To co-ordinate the work of the technician team to ensure the best possible service to teachers and science lessons • Prepare and set up equipment for lessons and to manage the safe acquisition, storage and disposal of equipment and chemicals used in the delivery of the Science curriculum • To handle toxic, corrosive, carcinogenic chemicals • To prepare and maintain resources for teaching staff • To undertake safe disposal and/or storage of chemicals • To assist in the monitoring of the Health and Safety and maintenance requests • To undertake annual stocktaking of equipment • To make sure that store cupboards and laboratories are kept tidy • To service equipment and undertake minor repairs • To organise and order stock on request • Washing equipment after lessons • To ensure safe storage of radioactive/hazardous substances under direction of the RPO

Additional Duties	<p>As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.</p> <p>To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</p> <p>May be required to be an appointed person for first aid.</p> <p>To carry out such other duties which may be required from time to time, within the grading of the post.</p>
Professional Behaviour	<ul style="list-style-type: none"> • To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels • To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate • To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school • To provide a good role model for students • To support and uphold the aims, values and ethos of the school • To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect • To maintain an appropriate and professional distance with students in more informal situations • Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context • To celebrate and praise the achievements of staff and students • To deal with students in a manner which conveys mutual respect • Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way • Be smartly and professionally dressed
Miscellaneous	<ul style="list-style-type: none"> • To continue personal development as agreed at appraisal review meetings • To engage actively in the appraisal review process • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate • To show a record of excellent attendance and punctuality • The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

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

Signed: Headteacher: _____ Date: _____

Postholder: _____ Date: _____