



REDRUTH SCHOOL

Job title:	Science Technician
Hours:	37 hours
Responsible to:	Head of Faculty
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Teaching and support staff, students, Head of Faculty, Headteacher, SLT <u>External:</u> Parents/carers, governors, suppliers of goods and services, LA advisers

Main Purpose of Job:

To organise the provision of practical support for the relevant curriculum area for staff and students in the school. To assist the teacher/Head of Faculty in securing an environment in which pupils can safely pursue investigative practical work, and effectively learn the more complex aspects of the subject area. To support trainee teachers within the department.

Main Duties and Responsibilities

1. To assist in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the Faculty.
2. To prepare materials, equipment and teaching aids for classroom use, at the direction of the teacher/Head of Faculty. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.
4. To oversee the work of small groups of students engaged in practical tasks, as requested by the teacher or Head of Faculty and under the supervision of the classroom teacher.
5. To assist with exhibitions, demonstrations and displays as requested.
6. To assist in the assessment, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, liaising with County Health and Safety

departments and communicating health and safety procedures to all staff and students undertaking activities within the Faculty.

7. To assist with the day to day organisation and development of staff to ensure that essential performance standards are achieved.
8. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
9. To prepare specialised tools / equipment / materials / resources within the Faculty (as qualified), eg the preparation of stock solution.
10. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
11. To check and test equipment routinely to ensure its good, safe, working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the Head of Faculty.
12. To operate a system of stock control, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment/material requirements to the Head of Faculty. To order stock and check deliveries of stock when received as directed.
13. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
14. To attend Faculty meetings as required.

Additional specialist duties for Science technical support:

1. To advise members of staff and pupils on particulars hazards and requirements in the use of equipment / materials / experiments in line with COSHH/ safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
2. To ensure the safe treatment and disposal of used materials including hazardous substances. To respond to actual or potential hazards appropriately.
3. To keep up to date with the latest developments in practical science.
4. To prepare standard solutions etc, purifying chemicals, treating chemical waste etc.
5. To organise the storage of chemicals, including ensuring a system of quality checking chemicals and equipment.

General responsibilities

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy, Code of Conduct, national legislation (including Health and Safety, GDPR), Child Protection and Safeguarding Policy and Keeping Children Safe document.

- To maintain confidentiality of information acquired in the course of undertaking duties for the Faculty.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

Job Title: Science Technician

Date: June 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	At least 2 years experience of working within a technical support role within a specialist field	At least 3 years experience of working within a specialist technical support role within a school/college environment	Application form/ interview
Education and Training	Level 3 qualification (NVQ, AVCE or 'A' Level) in the related subject plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C/4 or above) in English and Maths	Relevant degree Basic Health and Safety certificate	Application form
Special Knowledge and Skills	Experience with materials and procedures subject to COSHH Regulations Basic ICT and clerical skills Good organisational skills	Awareness of current scientific developments in education	Application form/ interview
Any Additional Factors	Self-motivated Flexible approach to work Ability to work under pressure Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. Ability to work on own initiative and as part of a team		Interview