# THE PRIORY SCHOOL

Science Technician

# Job Description

*The postholder is required to perform the duties below. S/he will be responsible to the Headteacher and will demonstrate a genuine commitment to our equalities policy and the well*

*-being of all students.*

*This job description will be reviewed annually and will form the basis of the Performance Appraisal Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher’s notice by the postholder through the senior line manager. The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.*

# Main purposes of the job:

* To provide general and practical support in the school science laboratories.
* To assist all class teachers in providing students with a relevant and effective experience.
* To ensure the maintenance of a healthy and safe working environment.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.

# Generic Areas of Responsibility

* 1. Ensure confidentiality at all times and ensure compliance with the Data Protection Act
  2. Maintain productive and efficient time management during the working day
  3. Notify your line manager of any unforeseen problems where appropriate and in a timely manner
  4. Maintain and develop a professional working relationship with all stakeholders and outside organisations
  5. Follow school policy, procedures, professional code of conduct and ethos of the school
  6. Check, respond and action, as appropriate, all communications from stakeholders within 1 working day
  7. Carry out administrative tasks as directed by your line manager
  8. Undertake any additional duties as required by the Headteacher.

# Main responsibilities and tasks

* 1. Following guidelines provided, prepare and set out experiments, scientific equipment, chemicals, specimens etc. for laboratory use (this includes moving items between laboratories where necessary).
  2. Provide technical advice and support to class teacher as required.
  3. To assist in practical classes and carry out demonstrations under the direction of the teacher.
  4. To contribute to the design, development and maintenance of specialist resources and or long term projects.
  5. To be able to safely use and dispose of material including hazardous substances and be able to respond to actual or potential hazards appropriately.
  6. To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations.
  7. To be responsible for the safe storage and accessibility of equipment and materials.
  8. Under appropriate guidance, ensure that routine and non-routine checking, cleaning and maintenance, testing or repairing of equipment is carried out.
  9. To ensure the availability of suitable materials and equipment, compiling orders, sourcing and costing.
  10. Keep up to date records of stock.
  11. Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources.
  12. Maintain safety standards in line with current legislation.
  13. Keep up to date with current procedures and practice through continuing professional development.

**THE PRIORY SCHOOL**

**Science Technician (Grade H3)**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge & Experience** |  |  |
| Experience of working in a school |  | √ |
| Relevant qualification or experience |  | √ |
| Able to work with young people with experience gained in a work,  voluntary or domestic setting | √ |  |
| Relevant experience / training in the use of Microsoft packages including Word, Excel, e-mail | √ |  |
| **Skills & Abilities** | | |
| Minimum Level 3 qualification in Science | √ |  |
| Ability to use own initiative as well as working within a team environment | √ |  |
| Excellent communication and interpersonal skills | √ |  |
| Ability to interact with students | √ |  |
| The ability to use ICT effectively | √ |  |
| Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines | √ |  |
| Ability to understand and carry out verbal and written instructions | √ |  |
| Ability to organise and prioritise work | √ |  |
| Ability to remain confident yet discreet in dealing with visitors, parents and students | √ |  |
| Ability to make quick decisions on which enquiries need to be referred on and dealt with | √ |  |
| Be aware of child safeguarding arrangements | √ |  |
| **Personal Qualities** | | |
| Commitment to achieving high standards | √ |  |
| Enthusiasm and positive outlook | √ |  |
| Responsible, honest and reliable | √ |  |
| Good personal organisation | √ |  |
| A sensitive and caring manner | √ |  |
| Calm under pressure | √ |  |
| A sense of humour | √ |  |