



**QUEENS' SCHOOL**

*Dare to be Great*

## **Science Technician**

### **Job Description**

<b>Post title:</b>	Science Technician
<b>Reporting to:</b>	Senior Science Technician
<b>Purpose:</b>	Preparing and promoting the development of science practical work to meet teaching, student and learning needs.
<b>Main Responsibilities:</b>	To co-ordinate and provide practical resources and facilities to science laboratories ensuring timetabled deadlines are met; Provide assistance and advice in the practical aspects of the science curriculum, by liaising with teachers and other support staff; Ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation as far as is possible.
<b>Hours of work:</b>	35 Hours, term time only

Under the overall control of the Director of Science and the direction of the Senior Science Technician, the post holder will be expected to assist in:

#### **Preparing and promoting the development of science practical work to meet teaching, student and learning needs:**

- Preparing, providing and delivering practical equipment, demos, materials or resources as requested by the teachers for use in lessons as outlined by specifications and related documentation
- Removal of used practical resources from laboratories and correctly processing for disposal, cleaning and storage
- Providing technical assistance and support to students and teachers as requested
- Ensuring that the practical requirements are met for open evenings, intake days, science clubs and other STEM enrichment opportunities
- To assist the Senior Science Technician in identifying equipment needs, monitor stocks of consumable items in order to maintain adequate levels
- Implement improved or changing practical requirements connected with new examinations /curriculum changes
- On occasions, be prepared to cover/assist colleagues as required

**Advising staff of technical requirements raised by the curriculum, ensuring the health, welfare and safety of staff and pupils in accordance with health and safety legislation**

- To liaise with the line manager to ensure that the classrooms are well equipped and offer a safe and clean working environment as according to School guidelines for staff and students
- Ensuring all equipment is well maintained, in good working order for its safe use
- Preparing, handling, organising, storing and checking the condition of chemicals and equipment as according to CLEAPSS regulations
- Undertake safety checks as required and comply with the requirements of Health and Safety, reporting issues with fittings or fixture and action is taken
- Clean and make safe spills, breakages and related incidents
- To safely dispose of waste materials, including hazardous substances
- To follow and provide Health & Safety advice to technical staff, teachers and pupils

### **Training & development of self and others**

- Keep up-to-date with curriculum developments within the areas of responsibility
- To reflect and act on feedback and undertake CPD training identified as part of your own continuous professional development
- To support the development of schemes of work and implementation of departmental development plans
- Attend and contribute to departmental meetings as appropriate

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the post holder will be required to work.

This job description reflects the key activities of the role and is subject to change as the department and the post holder develop. Any amendments will be made in consultation with post holder and as such will adopt a flexible working approach. Additionally, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

### **OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

<b>Name</b>	<b>Date</b>