

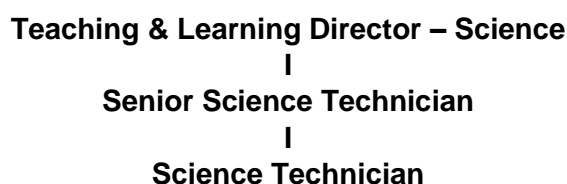
ROCHDALE BOROUGH COUNCIL
OULDER HILL COMMUNITY SCHOOL and LANGUAGE COLLEGE

JOB DESCRIPTION

Job Title:	Science Technician
Grade	Grade 4 (SCP) 18-21
Responsible to:	Senior Science Technician
Hours of Duty:	37 Hours Per Week – Term Time Only
Any Special Conditions of Service:	<ul style="list-style-type: none">• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To work with teachers to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils within the Science Department as directed by the Senior Science Technician.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the school.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Councils/School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:

School staff
Governors
Volunteers
Pupils
Users of the school

External:

Parents/carers
Staff in other schools and within the LA
Suppliers of equipment and services

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPLE DUTIES

Under the direction of the class teachers and Senior Science Technician

1. Prepare solutions, materials, cultures for living organisms daily.
2. Assemble apparatus on a daily basis.
3. Obtain relevant materials by local purchase as required.
4. Check stock and ordering as required and keep records.
5. Carry out daily risk assessments for own activities.
6. Designing, constructing and modify apparatus as required to assist with the delivery of the curriculum.
7. Take delivery of equipment, materials and organisms to science labs as required.
8. Collect, check and return resources for storage as required.
9. Setting up and caring for plants and animals kept in the science department.
10. General cleaning of bench surfaces after practical activities, used equipment and Lab sinks.
11. General repair of equipment within School's/LA's Health and Safety policy.
12. Dispose of waste materials as required under School/LA's Health and Safety policy.
13. Respond to actual or potential hazards.
14. Give technical advice to teachers, technicians and pupils/students within the Science Department. Including the production of safe operating procedures for methods given in class.
15. Assist in practical classes and in the carrying out of demonstrations.
16. The support of other technical staff outside their specialism and guidance to ensure safe delivery of practical lessons.
17. Give assistance and information as required in the preparation of resources for lessons that meets both the health and safety standards and requirements of the classes involved.
18. Offer professional guidance and assistance to teaching staff on practical aspects of the curriculum.
19. Keeping up to date with Health and Safety requirements and developments in practical science.
20. To deliver and host primary liaison activities to primary feeder schools as required.

SECONDARY DUTIES

1. Check fume cupboards, pressure vessels, carrying out electrical and other safety checks as required.
2. Attend department meetings as required.
3. Attend science visits as required.
4. To undertake training both 'in house' and/or short courses to gain further knowledge and experience as appropriate.
5. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____