



St Ambrose Barlow RC High School & Sixth Form College

A National School of Creativity

Headteacher: Ben Davis

Job Description

Job Title:	Science Technician
Directly Responsible to:	Subject Leader Science & Senior Science Technician
Directly Responsible for:	Science Laboratories and routine Department Administration
Hours of Work:	36 Hours per week, term time only + 5 additional days
Salary:	NJC Salary Scale Point 18 – 21, Actual Salary £16,402 - £18,033/annum

Primary Purpose of the Job

The holder of this post will be an integral member of the staff of St Ambrose Barlow RC High School. The day-to-day duties of the Science Technician are carried out in support of the Science Department. The person appointed to this post will therefore work closely with the teaching staff and with other support staff members in order to obtain the maximum benefits from the technical resources available.

Main Duties and Responsibilities/Accountabilities

Under the supervision of the Subject Leader Science and Senior Science Technician, the post holder will:

- Undertake stock control
- Order equipment and materials
- Clean, repair and maintain equipment
- Maintain safety standards in laboratory/workshops
- Inform and advise staff, where appropriate on Risk Assessments when performing experiments and preparing schemes of work
- Prepare and set up equipment/apparatus for experiments
- Set up and maintain audio visual aids and equipment
- Maintain records
- Maintain security in the laboratories and in particular, storage areas
- Construct simple teaching aids
- Assist teaching staff during experiments
- Ensure that the laboratories/workshops are left clean and tidy
- Check items of electrical equipment

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- Make audio and video recordings
- Arrange for the regular inspection of equipment and carry out periodic maintenance of equipment
- Set up all I.T. equipment for class practical lessons. Set up all ICT equipment and relevant peripherals.
- Give extra advice/tips/help to students/NQT's/new members of staff on practical work and computer work with which they are not familiar
- Organise the photocopying of booklets, tests, etc for the department and to file KS3 booklets and tests.
- Assist with Science Department school visits
- Catering for the wellbeing of animals in the laboratories
- Support the department in routine administrative exercises (such as class lists and displays) and input pupil information onto the computer.
- To follow the requirements of the school in relation to the Health and Safety, COSHH and risk assessments
- To inform the school on the first day of absence ideally before 8.00 a.m.
- Any duties commensurate with the grade and job title as directed by the Headteacher

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

REVIEW

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently the job description may be amended by the Headteacher after consultation with the member of staff and preferably with his/her agreement. It is advisable that the job description is not amended more frequently than once a year.

January 2019