

JOB DESCRIPTION

Position Title:	Science Technician		
Reports to:	Senior Science Technician	Cost Centre:	
Department:	Supporting Learning	Job Code:	Term time
Location:	St Benedict's Catholic High School	Evaluated Grade:	Scale 3 Points 5-6

1. JOB PURPOSE:

Under the instruction/guidance of senior staff, provide general support in a specific curricula/resource area (Science), including preparation, and maintenance of resources and support to staff and pupils.

2. ACCOUNTABILITIES:

Support for Pupils

- Using specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- The timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain records relevant to the specific curriculum area
- Undertake clerical and administration tasks relevant to the specific curriculum

Support for the Curriculum

- Monitor and manage stock and supplies for the specific curriculum area, cataloguing as required.
- Maintenance of specialist technical equipment, check for quality, and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Maintain a current knowledge of health and safety requirements, including attending courses as required

Support for the School

- Be aware of and comply with policies and procedures relating to data protection, child protection, health & safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and endeavour to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

Development

- Participate in training and other learning opportunities and in performance management as required
- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Head of School.

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3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential

- Relevant NVQ 2 or equivalent, or experience in a relevant discipline

Previous Experience:

Essential

- General technical/resource support in an appropriate environment
- Effective use of ICT

Preferred

- Experience of working with young people in a school or similar environment

Job Specific Skills:

Essential

- Good numeracy/literacy skills
- Good organisational skills, with methodical attention to detail
- Operational knowledge of COSHH/CLEAPSS

4. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- None

Financial Accountability

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	