

Salary:

Grade 5:17 (£21,985) - 5:21 (£24,174) (Term-time plus one week)

Reports to:

Senior Science Technician

Purpose of the Role:

- Under the supervision of the Senior Science Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department, and transporting Science equipment around the department.

Main Tasks and Responsibilities:

To ensure the maintenance of a healthy and safe work environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- Keeping up to date with current procedures and practices through continuing professional development;
- The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
- The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
- The healthy & safe storage and accessibility of equipment and materials;
- To assist the senior technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved;
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects;
- To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments;
- Under the guidance of the senior technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment (ranging from lamps to High Tension powerpacks and oscilloscopes) is carried out to the required standard;
- Ensuring that all equipment is secure at the end of each lesson, break, end of school etc; This will involve carrying equipment and chemicals up and down stairs
- Carrying out formal risk assessments on machinery and electrical equipment and ensuring that all H&S regulations and CLEAPPS procedures are met;
- Undertake, as directed by the Senior Science Technician or Head of Science, any necessary training related to the duties of the post, including Health and Safety sessions, working at height, moving and handling and Safeguarding;
- Maintain good working relationships with staff and to co-operate with necessary changes to the daily work routines to assist the smooth operation of the school;
- Be committed to the safeguarding and promotion of the welfare of children and young people;
- Comply with the school's safeguarding procedures, code of conduct and health and safety procedures;

Main Tasks and Responsibilities:

- Take part in duties as required and take on the role of a fire marshal for the department during planned and unplanned fire evacuations;
- Act as a First Aider for the department.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters.
- Ensure the integrity of all data held in the school;
- Take part in regular training including termly cyber security awareness and role specific, such as Portable Appliance Testing and Manual Handling.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed :

Date: