

SHERINGHAM HIGH SCHOOL

JOB DESCRIPTION: SCIENCE TECHNICIAN Scale 3

1. PURPOSE

In accordance with the practices and procedures of the school, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff. To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities. Can act as support in lessons as appropriate.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Head of Department or other appropriate supervisor, but works to the requirements, and in support of, individual teachers on a day to day basis.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. PROVISION OF PRACTICAL FACILITIES AND RESOURCES

- 3.1 To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- 3.2 When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments.
- 3.3 To install, test and calibrate both existing and new equipment.
- 3.4 Where applicable, assists the teacher with assessed practical tasks, delivery of work programmes/lessons and assessments within the specialist area.

B. CONSTRUCTION AND DEVELOPMENT OF APPARATUS AND EQUIPMENT

- 3.5 To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.
- 3.6 At the request of teaching staff, to provide practical advice and safety instructions to students.

C. MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES

- 3.7 To maintain risk assessments for practical experiments and update based on new advice from CLEAPPS.
- 3.8 To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
- 3.9 To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.

To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.

- 3.10 To help monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
To help ensure that appropriate levels of stock are maintained to meet the requirements of the department.
- 3.11 To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
- 3.12 To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.
- 3.13 To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

D. GENERAL RESPONSIBILITIES

- 3.14 To provide scientific assistance and advice when plumbers or others are working on the waste disposal or plumbing systems within the laboratory.
- 3.15 To liaise with external agencies if necessary such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
- 3.16 Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- 3.17 To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
To contribute to safe working practice in preparation/storage/teaching areas.
- 3.18 To maintain an up to date knowledge of technical developments in the field and CLEAPPS bulletins and newsletters..
- 3.19 To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.
- 3.20 To assist the Senior Science technician in the monitoring and testing of radioactive sources, as required.

- 3.21 To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum.

4. PERSONNEL SPECIFICATION

Experience	Some experience in specific area in a learning environment desirable but not essential.
Qualifications/Training	Secondary education qualifications minimum. Very good literacy and numeracy skills.
Knowledge/Skills	Effective use of ICT. Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to young people and adults