

Job Description

Post Title	Science Technician
Pay Grade, Range & Hours	<p>Grade B1, Points 4-6</p> <p>Salary £18,562 - £18,933</p> <p>18.5 hours per week, term time only plus additional days for training as required.</p> <p>Flexible working days to be negotiated.</p> <p>Salary is pro-rata to hours and weeks worked</p>
Line Manager	Associate Assistant Headteacher leading Science
Purpose of job	To provide a comprehensive practical, administrative, clerical and support services for the Science Department. This will involve maintaining teaching resources.
Responsibilities	<p>Main Duties</p> <ul style="list-style-type: none"> • To assist in the co-ordination of practical resources and facilities in order to meet the practical requirements of the science curriculum. • Assisting in the preparation and assembly of equipment and apparatus to be used in lessons. • Trialling practical activities. • Set up and care for plant and animal collections, ensuring that they are looked after according to their needs. • Removal from and cleaning of equipment used in laboratories during practical lessons. • Restocking of consumables and glassware in prep rooms and laboratories. • To ensure the availability of suitable materials and equipment when necessary. • Maintaining resources (consumables and non-chemicals). • To assist in the routine and non-routine checking and cleaning equipment to the required standard. • Ensuring that collecting, checking and returning equipment to and from the stores is carried out safely to the required standard. • Assisting in the checking and cleaning of equipment. Ensuring that faults are reported to the relevant person. • To assist in providing administrative support to the department. • Day to day photocopying, other than that provided by the reprographics technician, as and when required. • To assist in the coordination of the availability of books and worksheets etc. in accordance with staff requirements. • To assist in the control of practical resources. • Assisting with stock taking, both chemical stock & scientific apparatus when required. • Ordering and organising receipt and storage of supplies.

	<p>General</p> <ul style="list-style-type: none">• Support, encourage and contribute to the School's Mission Statement and ethos.• The post-holder must carry out his or her duties with full regard to the School's policies and procedures e.g. Health and Safety, finance, audit, confidentiality, GDPR, safeguarding, equal opportunities etc.• The post-holder will participate fully in the School's performance management process.• A commitment to safeguarding and promoting the well-being of all students, in line with school policy and national guidelines.• Abide by all school policies and procedures.• Ensure high standards of professional appearance in line with the school's dress code.• Support the school's Catholic ethos.• The post-holder will perform any other duties and responsibilities within the range of the salary grade.
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