

JOB DESCRIPTION		SCIENCE TECHNICIAN
GRADE:	APT&C Points 10-14	
LOCATION:	Moor Park High School and Sixth Form Moor Park Avenue Preston PR1 6DT	
CONTRACT:	Permanent 33 hours and 45 minutes per week (over 5 days) Term time only – However there will be a requirement to attend September INSET days Hours of work - Monday to Friday – 8.30am – 4.00pm (45 minutes for lunch)	
RESPONSIBLE TO:	School Business Manager Under the day-to-day direction of the Faculty Director for Science and STEM	
STAFF RESONSIBLE FOR:	N/A	
JOB PURPOSE:		
To provide technical and administrative support across Key Stage 3, 4 and 5 within the Science faculty. To adopt a flexible style of working in order to tackle a range of routine duties within the faculty and around the school in order to benefit the teaching and learning of the pupils of the school.		
CORE TASKS:		
<ul style="list-style-type: none"><li>To prepare, construct and repair equipment for demonstration and class use, including chemical solutions and practical apparatus</li><li>To provide technical advice for Science staff on classroom practical set-up and demonstrations</li><li>To assist in delivering practical learning activities for pupils</li><li>To provide administrative support for Science faculty</li><li>To prepare worksheets, displays and visual aids required in the teaching and learning of science</li><li>To organise the delivery and collection of equipment and resources to the laboratories</li><li>To check materials and equipment before and after class use for quantity, damage and safety, notifying appropriate staff of any problems</li><li>To maintain the laboratories and Prep Room as clean, safe and orderly environments, following the health and safety guidelines</li><li>To report any health and safety issues to relevant school personnel</li><li>To ensure the Science faculty works at a consistently high standard of health and safety awareness, by keeping up to date with health and safety legislation and providing advice and guidance for Science staff</li><li>To assist the Science faculty in risk assessments for standard practical's and chemical usage</li><li>To ensure the safe disposal of chemicals and bio-waste following latest legislation</li><li>To manage a cost-effective system of purchase and maintenance of Science resources, including chemicals and specialist equipment, exercise books and stationery.</li><li>To keep an inventory of stock, equipment and materials (including perishables), ensuring science software records are kept up to date.</li><li>To monitor risk assessments for practical requisitions, ensuring practical equipment is not issued without a detailed risk assessment (monitored on science software)</li></ul>		

- To manage a small petty cash float
- Other such reasonable duties as consistent with the grade of the post and the experience of the post holder

Individuals in this role will:

- Secure and work with hazardous materials
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards

## OTHER DUTIES

- To attend departmental meetings
- To undertake training and personal development as appropriate
- To attend whole staff meeting and training when required
- To assist with exam invigilation during busy periods
- To contribute to the provision of an effective environment for learning
- To take an active part in the life of the school

## Other

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

**Valuing Diversity** – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

**Equal Opportunities** - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Customer Focus** - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Health & Safety** - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment** - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance** – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Headteacher/ \_\_\_\_\_ Date \_\_\_\_\_  
School Business Manager