



## JOB DESCRIPTION

<b>JOB TITLE</b>	Science Technician
<b>DEPARTMENT/SECTION</b>	Science
<b>LINE MANAGER</b>	Principal Technician
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li><li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</li></ul>	
<b>JOB SUMMARY:</b>  Under the guidance of the Principal Technician, Senior Technician and the Head of Science, the technician's role is to coordinate the use of practical resources and facilities and provide assistance, advice and expertise in meeting the practical needs of the science curriculum. While the member of staff may have a particular responsibility for the Junior Science (Key Stage 3) curriculum, they should be prepared and willing to support in KS4/KS5 Biology, Chemistry and Physics as needed.	
<b>KEY DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• The preparation of resources and assembling of apparatus for class practicals and clearing away after use including the collecting, checking and returning of equipment to stores</li><li>• Setting up practical demonstrations in laboratories</li><li>• Trialling experiments</li><li>• Giving technical advice to teachers, other technicians and occasionally pupils/students</li><li>• Ensuring the maintenance of a healthy &amp; safe working environment through actively contributing to the assessment, monitoring and review of health &amp; safety procedures</li><li>• Carrying out risk assessments for technician activities</li><li>• Keeping up to date with health and safety requirements and current procedures and practices through continuing professional development</li><li>• Ensuring the safe treatment &amp; disposal of used materials, including hazardous substances and responding to actual or potential hazards</li></ul>	

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- Ensuring the safe and healthy storage and accessibility of equipment, chemicals and materials including checking stock, keeping stock records, general cleaning, repair, maintenance and testing of equipment
- Producing lists when required e.g. for PAT testing, hazardous & flammable chemicals
- Checking laboratories to ensure that material is stored correctly and that desks are clear of non-essential material
- Ensuring that provision of resources to deal with minor equipment breakages and chemical spills are maintained
- Cleaning sinks and bench tops after major spillages or breakages to maintain a safe working environment ready for the next class using the laboratory
- Attending all technician meetings and Science Department meetings as requested
- Attending whole school staff meetings and INSET as requested
- Assisting the Junior Science Coordinator in the preparation and clearing away of practical equipment for Outreach activities
- Accompanying the Junior Science Coordinator on Outreach visits to provide practical support as required.
- Preparation and clearing away of resources for STEAM society

### **TERMS OF EMPLOYMENT**

The Science Technician's standard hours of work are 8.00 - 4.30, with 30 minutes for lunch. The Science Technician will also be required, on specified occasions, to work extended hours in order to attend meetings, INSET and prepare for Open Day, as well as being present on all Open Days and Information Days/ Evenings.

The Science Technician will be required to work for two weeks (10 working days) during school holidays - 5 days to be worked at the end of the summer term; the remaining days to be worked before the start of each term any deviations from these hours require permission from the Head of Science as there is a no drinking/ eating policy for the prep rooms, the Science Technician is allowed a 15-minute drinks break during the morning and afternoon period of work.

### **ADDITIONAL RESPONSIBILITIES**

The CLEAPPS recommendation is that: "Technicians' first priorities should be to arrange for the provision and clearing of practicals and the health & safety of the technician service. Any extra tasks of a non-technical nature should only be carried out if there is sufficient additional technician time available."

Technicians are not expected to perform photocopying duties for lessons, to distribute cover work for absent teaching staff, nor be left to supervise classes.

Technicians will also be required, on specified occasions, to work extended hours in order to attend meetings, INSET and to prepare for Open Day, as well as being present on all Open Days and Information Days/ Evenings.

### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.