

APPENDIX I

Job Description

Job Title: **Technician/Technical Support: Science Laboratory**

Responsible to: **Subject Leader: Science**

The following are the key requirements:

1. Core Purpose

- Model the Catholic ethos of the school through actions and relationships.
- Provide technical support for the Science Department from Key Stages 2 to 5.
- Have a secure knowledge and understanding of the areas of responsibility incorporated within the job title and job description.
- Have an appreciation of the Health, Safety and Risks in a School Science Department.

2. Science

- Ensure that all Health and Safety procedures are understood by teaching staff and followed correctly and help deal with health and safety emergencies as required.
- Maintain an up-to-date inventory of chemicals, equipment, apparatus and stationery.
- Manage the stock of chemicals and equipment and liaise with the Subject Leader regarding purchasing orders for the replacement of resources.
- Purchase local goods for experiments and maintain the Science Department's Petty Cash.
- Organise the safe storage of chemicals, equipment and apparatus in accordance with the Science Department's Health and Safety regulations and CLEAPSS guidance.
- Ensure that equipment is properly maintained and cleaned by liaising with the Facilities Manager to ensure that appropriate professionals are instructed to service specialist equipment/chemicals, for example, Fume Cupboard.
- Clean and maintain glassware, apparatus and equipment, returning them to their correct place in the laboratories or prep room.
- Co-ordinate work in the laboratory to ensure the most efficient use of all equipment.
- Liaise with subject teaching staff to discuss equipment requirements and work plans, and ensure that all chemicals, apparatus and equipment for practical requisitions are prepared in a timely manner before the beginning of lessons.
- Run trials of experiments prior to lessons to ensure that they support the lesson's learning objectives and that appropriate safety considerations are in place.
- Demonstrate techniques and methods for experiments to Science teaching staff and students as required.
- Research possible alternative practical experiments and suggest changes to existing practical experiments when a practical experiment does not work.
- Ensure the preparation, setting out and clearing away for Key Practical examinations.
- Maintain notes of how to set-up Key Practical Experiments (IGCSE and A Level).
- Work with individual students and support them on research projects as required.
- Support the work of teachers in classes and laboratory sessions as required, including helping to maintain classroom display boards.
- Be an active participant and enthusiast for Science and Science events, such as Science and STEM Fairs, and be willing to help pupils research projects as required.
- Be proficient with Microsoft Office applications and be able to use Microsoft Excel to set up spreadsheets and input data that allows for careful tracking of student progress.

3. Managing Own Performance and Development

- Take responsibility for implementing school policies and practices.
- Ensure all relevant school documentation is available and up-to-date in accordance with school policy.
- Attend and participate in school-based professional development activities as required by the Subject Leader / Vice Principal of Secondary.
- Take responsibility for personal professional development in accordance with the school's professional development policy and budget restraints, setting objectives for improvements, and taking action to keep up to date with research and developments in the areas of responsibility.
- Actively seek out CPD opportunities run by CLEAPSS to ensure a good understanding of any developments and updates.

4. Extra-Curricular

- Assist in the preparation for extracurricular activities and events related to Science, as agreed with the Subject Leader and Vice Principal of Secondary.

5. Meetings

- Attend such meetings and activities as may be necessary as part of school policy and in accordance with the school calendar.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended any time after consultation.