

JOB DESCRIPTION

SCIENCE SUPPORT TECHNICIAN



Hours: Term time only (38 weeks), 25 hours per week Monday -Friday.

Occasional attendance on Inset days may be required. Additional hours may be available from time to time to meet the demands of the School

Salary: John Masfield High School pay scale HC4 £23,114 pro rata

For 25 hours per week actual starting salary is £13,094 per annum paid in 12 equal instalments

Organisational information

Responsible to Senior Science Technician

Functional links Science Faculty Department, students, staff

Main Purpose of Job

To provide high quality technical and scientific support across the Science Curriculum at all Key Stages

Key Responsibilities -

1. Coordinating the use of practical resources and facilities, assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
2. On a daily basis using IT to identify practical requests and collate or prepare resources, assembling apparatus accordingly and clearing away equipment from completed practical lessons
3. Occasionally assisting teachers to deliver practical sessions by giving demonstrations or assisting pupils in practical lessons.
4. Supporting the Senior Technician to ensure the availability of suitable materials, chemicals and equipment by assisting with stock control and checking.
5. Ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard in a timely manner.
6. To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
7. Undertake training to become a First Aider and be available to respond to First Aid calls when necessary.

Job Activities: examples (not exhaustive)

1. Preparation of resources, collecting / moving equipment to classrooms, assembling apparatus, clearing away, returning equipment to stores and washing up.
2. Caring for plant and animal collections.eg watering/ propagating plants.
3. Safe treatment & disposal of used materials (following protocols) including hazardous substances and responding to actual or potential hazards.
4. Preparing standard solutions, purifying chemicals, treating waste.
5. Cleaning and repairing (routine inspections and emergency) the wide range of equipment within the Science Faculty and arranging specialist repair and maintenance where required.
6. Assisting with organising, storing and checking of chemicals and equipment.
7. Collecting or purchasing materials for use in lessons from local suppliers.
8. Assisting with constructing, installing & modifying apparatus.
9. Actively contribute to the assessment, monitoring and review of H&S procedures. Carrying out and following risk assessments for technician activities. Keeping up-to-date with current guidance.
10. To support the Faculty in developing new practices and procedures, attending training as required.
11. To undertake duties commensurate with skills and responsibilities as may be necessary, e.g. assisting with other projects across the school.

This job description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.