



CROFTON SCHOOL

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| Role: | Science Technician |
| Grade: | C |
| Working hours: | 28 Hours per week |
| Working days: | Term time plus 1 additional week; Monday – Friday or as instructed by the Headteacher/your line manager. |
| Location: | Crofton School |
| Reports to: | Senior Science Technician |

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

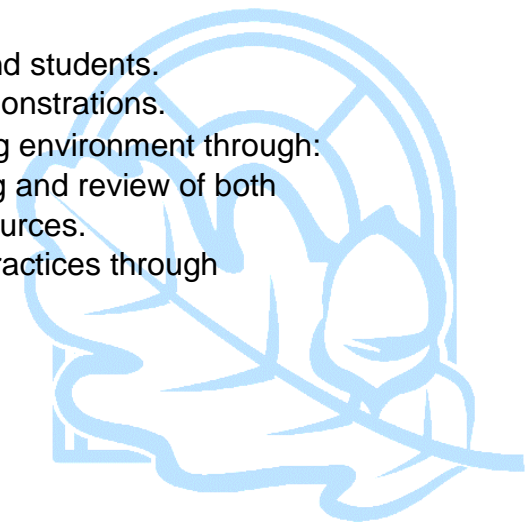
Job Purpose:

Provide technical support to class teachers with practical experiments within the classroom and for the care of equipment.

Roles and Responsibilities:

Setting Up Classroom Equipment, Materials and Demonstration Experiments:

- Preparation and setting out of equipment and materials required for demonstrations and class practical work, including the preparation of stock solutions, cultures, stains and sterile media for experiments.
- Preparing and collating teaching materials and resources for use in practical lessons, based on teacher requirements. During lessons, remaining on stand-by in laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed.
- Constructional work including the making of some ancillary equipment for teaching aids. At the end of lessons clearing away and cleaning equipment and materials as required. This may include, but not be limited to:
 - Obtaining material by local purchase.
 - Giving technical advice to teachers, technicians and students.
 - Assisting in practical classes and carrying out demonstrations.
- Ensure the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.



- The provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- Assist the senior technician with day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Contribute to the design, development and maintenance of specialist resources and/or long term projects, including:
 - Construct and update display boards in rooms and around the science block following consultation with the teaching staff.
 - Collate the printing of Science exam papers (including those required for controlled assessments) and other lesson resources such as worksheets and information sheets.
- Support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
- Under the guidance of the senior technician, ensure that both routine and non-routine checking, cleaning maintenance, calibration, testing and repairing of equipment are carried out to the standard required.

Ordering and Stock Control:

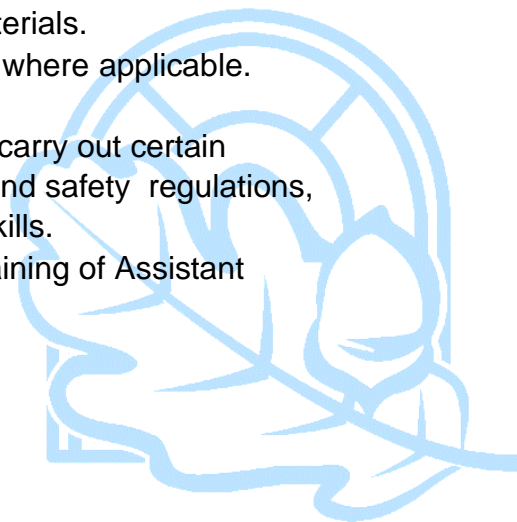
- Identifying and reporting when stocks are running low, based on minimum requirements set out by the Line Manager, in order to ensure materials and equipment are always available.
- Keeping appropriate databases up-to-date.
- Assisting with the checking, recording and storing supplies when received at the school.
- Assisting with inventory checks on an annual basis.

Maintenance and Care of Stock and Equipment:

- Regularly ensuring that materials and equipment are in good usable condition, identify problems and resolve appropriately, carrying out minor maintenance.
- Overseeing the safe storage of equipment and hazardous materials (e.g. labelling boxes) and maintaining appropriate records.
- Maintain the teaching rooms, ancillary rooms and storage facilities in a tidy state, according to the requirements of the relevant Line Manager.
- Conduct periodic safety checks on equipment and materials.
- Maintenance and care of science ponds and gardens, where applicable.

Demonstrating Equipment and Techniques:

- Showing other staff, or assisting teaching staff how to carry out certain experiments or operate equipment in line with health and safety regulations, where this requires application of acquired technical skills.
- Assisting where required with the development and training of Assistant Technicians.



Administration:

- Carrying out photocopying of resources.
- Assisting with the preparation of departmental documentation, e.g. collating and distributing handbooks.
- Develop, operate and ensure review of an instruction and certification system which allows users to operate the technical equipment safely in line with health and safety regulations.

Safeguarding and Confidentiality:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety:

- A range of Health and Safety responsibilities, including:
 - Collecting materials and equipment from students at the end of lessons;
 - Ensuring students do not come into contact with materials or equipment outside of designated lesson times, keeping storage units and areas locked and secure;
 - Ensuring machinery is switched off at source;
 - Ensuring equipment is maintained to a safe standard.
- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

Review:

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed:

Reviewed by:

Additional notes:

