



## JOB DESCRIPTION

|                        |  |                         |         |
|------------------------|--|-------------------------|---------|
| <b>Job Title:</b>      | Science Technician                                       | <b>Department:</b>      | Science |
| <b>Hours of Work:</b>  | Part Time over 2 days (Thursday & Friday 08.15 to 16.15) |                         |         |
| <b>Responsible To:</b> | Senior Technician  | <b>Responsible For:</b> | N/A     |

### Summary of Role:

The technician is a member of the Science Department. They will be responsible for helping with the organisation and day-to-day running of the nine school laboratories and two preparation rooms. They will be accountable, in the first instance, to the Senior Laboratory Technician and form part of the team supporting the teaching staff.

### Specific Responsibilities:

**Please note: the responsibilities listed below are not essential for this specific role as training can be provided.**

### Together with the rest of the team of technicians responsible:

1. Maintaining standards of health and safety in the science department. Ensuring that all health and safety information is up-to-date and accessible. Risk assessing all technician activities. Advising teachers and students on health and safety aspects of their classroom experiments. Recognising potential dangers and taking appropriate action. Safely handling hazardous substances.
2. Preparation of materials, making up accurate chemical solutions and assembling apparatus as required by teaching staff for demonstrations, class experiments. Alerting teachers to possible clashes of lessons and equipment and advising on the need for laboratory exchanges, for example where a fume cupboard is required. Delivering to laboratories and setting up apparatus where required.
3. Preparing and trialling practicals, setting up laboratories, laying out apparatus and being available to support the teacher throughout the assessment
4. Removing all apparatus and chemicals at the end of lessons and cleaning all apparatus. Disposing of all waste, including the treatment and disposal of hazardous waste.
5. Ensuring good order in the laboratories at all times, to include replacing apparatus and essential laboratory sundries.
6. Organising safe and secure storage of materials and apparatus including hazardous items. Regular checking of the condition of chemicals. Ensuring chemicals are correctly labelled using current nomenclature and appropriate hazard labels.
7. Maintenance of stock levels by reporting to the Senior Technician any shortfalls noted. Researching equipment prior to purchase. Obtaining materials by local purchase.

8. Maintenance of equipment and apparatus to include simple repairs such as soldering and glass working, fault finding and rectifying.
9. Constructing and testing prototypes and modifying apparatus as required facilitating safe and efficient operation. Testing newly purchased apparatus to ensure good working order.
10. Taking care of the plants kept in the greenhouse and laboratories for use in experiments.
11. Helping in class during practical's and carrying out demonstrations as requested by the teacher. Giving technical advice to inexperienced teachers and those teaching outside their subject specialism. Advising and helping students with practical's and projects, both within science and outside the department. Accompanying groups of students on field trips and educational science trips.
12. Ensuring that the science department is safely locked up, windows closed, and gas turned off at the end of the day.
13. Sharing specialist knowledge within the technician team to ensure best practice. Attending training courses to improve and update skills.
14. Assisting Senior Technician in the annual monitoring of fume cupboards and pressure vessels.
15. Numbering, labelling, and covering new textbooks. Issuing stationery. Clerical support in emergencies, for example to arrange cover for absent teachers.

#### **Terms and Benefits**

- **Start Date:** ASAP
- **Working hours.** This is a part-time position (erm time plus one week). Hours of work will be 08.15 to 16.15 Thursday and Friday.
- **Salary.** Competitive
- **Pension.** The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

## PERSON SPECIFICATION

| Essential   | Desirable  |
|---|--|
| <b>Operational Excellence</b>   |  |
| <ul style="list-style-type: none"> <li>Fluent and accurate written and spoken English.</li> <li>Good ICT Skills.</li> </ul>   |  |
| <b>Personal Behaviours</b>  |  |
| <ul style="list-style-type: none"> <li>Tidy</li> <li>Organised</li> <li>Team player</li> </ul>  | <ul style="list-style-type: none"> <li>Flexible</li> <li>Practically minded</li> </ul> |
| <b>Ethos and Whole School Values</b>  |  |
| <ul style="list-style-type: none"> <li>Committed to operating as part of the School community.</li> <li>Committed to the Sacred Heart Values.</li> <li>Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul> |  |
| <b>Safeguarding and Pastoral</b>  |  |
| <ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> <li>A satisfactory Enhanced Disclosure from the DBS.</li> </ul>   |  |