



WALTHAMSTOW SCHOOL FOR GIRLS

“NEGLECT NOT THE GIFT THAT IS IN THEE”

Job Description

Job title:	Technician (Science)
Reporting to:	Senior Science Technician / Head of Faculty – Science
Line management of:	N/A
Liaising with:	LT, all Teachers, support staff, governors, external agencies and parents/carers.
Working time:	36 hours per week / 44.86 weeks per year
Salary:	Scale 4
Disclosure:	Enhanced

Core Purpose	<p>Under the instruction/guidance of the Science:</p> <ul style="list-style-type: none"> • Provide general support in a Science, including preparation and maintenance of resources and support to staff and pupils • To create and maintain a purposeful, orderly and safe working environment for staff and students
Main Responsibilities – Student Support	<ul style="list-style-type: none"> • Support pupils in accessing learning activities under the guidance of the teacher
Teacher Support	<ul style="list-style-type: none"> • To prepare practical lessons and examinations, setting out apparatus and cleaning away • To refill, label and clean laboratory reagent bottles, acids, alkalis, indicators etc • To be responsible for ensuring that cover work, set by teaching staff, is placed in laboratories and that this is then collected, to be given to staff on their return. To ensure that subsequent requisitions are altered to take into account cover situations • To make up stock solutions when required and regularly review labelling requirements of chemical stock • To assist in department staff with the delivery of practical lessons or demonstrate specialist techniques (eg ecology collecting methods, microbiology techniques, microscope work, date logging) and under the instruction and guidance of the teacher to support students I practical lessons • To share good practice acquired from inset with technicians and teachers • To ensure rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising pupils on safety aspects of particular practicals • To maintain updateable stock recording system on computer

	<ul style="list-style-type: none"> • To assist with the creation of files and cataloguing of articles for pupil research and staff use • To assist with corridor and classroom display board upkeep • To deputise for the Senior Science Technician (where applicable) in the event of temporary absence • To record breakages and loans, in accordance with the school policy, if appropriate • To keep up to date with developments relating to the department including the use of ICT and monitor science related websites, highlighting to Senior Science Technician/Head of Faculty items of interest • To provide assistance with clubs and project work within the department during contracted hours • To assist in devising and maintaining regular inventories of materials, books, and equipment and conducting regular stock takes • To work within the school's procedures on maintaining an inventory of equipment; assisting the Finance Manager and reporting as required • To assist in the management of Health & Safety within the department and ensure that Health & Safety requirements and other regulations are observed. This may involve undertaking regular risk assessments as appropriate to the work area • To liaise with the Premises Manager regarding the maintenance of machinery in particular where there may be Health & Safety implications • To carry out routine checking of equipment, repairing faults and arranging for repair where this cannot be performed in-house • To attend departmental meetings and team meetings • To assist in the administrative support for the department • To be responsible for First Aid in the Department and to assist in the provision of First Aid for the whole school as required or to assist the First Aider in the Department • To assist in one other department where appropriate and/or take part in interdepartmental work • Where relevant, responsible for the provision of support resources involving the handling of monies (selling of Revision Guides and Stationery) in School Financial Regulations
General School Support	<ul style="list-style-type: none"> • The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies and those of LBWF • To be aware of and take part in the school's performance management framework and participate in training & development activities as required • To participate in personal and team reviews and meetings. • To ensure all new equipment in security marked and recorded in the school's inventory • To be aware of Health & Safety Regulations relevant to the areas of work • The work of the school is characterised by peaks in demand for activities. The post holder is expected to assist when needed, whether or not they are part of their normal duties • To administer First Aid on site if necessary and in accordance with current guidelines including reporting incidents and escorting students to hospital in the event of an emergency under the direction of the Headteacher
School Ethos	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example • The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their

	Headteacher/Line Manager commensurate with the skills, abilities and grade of the post
Whole School Contribution	<ul style="list-style-type: none"> • There is an expectation to attend all key school events out of hours as detailed in the school calendar e.g. Open Evenings, all faculty and staff meetings and the relevant twilight inset sessions • Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To engage actively in the Performance Development Review process • To work as a member of a designated team and to contribute positively to effective relationships within the school • To promote actively the school's policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection. This role is subject to an enhanced DBS check.

Jan 2015

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
	Qualifications				
1	Good general standard of education	/		/	
	Experience				
2	Experience of working on own initiative with minimum supervision and meeting tight deadlines	/		/	/
3	Experience of working as a Science/ Lab Technician		/	/	
	Special abilities and aptitudes				
3	Competence and confidence in the use of a range of Science equipment	/		/	/
4	Flexibility and ability to work as part of and to contribute to the team	/		/	
5	Ability to carry out basic maintenance procedures	/			/
6	Ability to help and support teachers within the classroom	/		/	/
7	Good standard of literacy, numeracy and in the use of ICT		/	/	/
8	Practical skills / ability to learn how to use specialist equipment	/			/
9	Ability to work independently	/		/	/
10	Ability to prepare materials, practicals and teaching resources	/			/
11	Ability to communicate effectively at all levels and relate positively to staff and students	/		/	/
	Special abilities and aptitudes				
13	Commitment to the LA's Equal Opportunities Policy and acceptance of their responsibility for its practical application	/		/	/

Person Specification

Disqualifying Factors

Indication of sexist, racist. Or anti-disability attitudes or any other inconsistent with the LA s Equal Opportunities Policy

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