Gable Hall School

Job Description

Post: Science Technician
Range: Band 2
Responsible to: Department Leader - Science

KEY CORPORATE ACCOUNTABILITIES

- To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To work with all staff to achieve consistency in the implementation of policies and procedures
- To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs
- The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Gable Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment

General Principles

- To enable pupils’ access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials.
- To carry out the functions of a Science Technician at Gable Hall School in accordance with the stated aims.
- To support the school to achieve the schools aims and implement whole school decisions.
- To be committed to safeguarding and promoting the welfare of our young people.

Core activities
• Making up solutions.
• Assembling apparatus.
• Delivering equipment to rooms.
• Collecting, checking and returning equipment to stores.
• Taking care of laboratory equipment and apparatus.
• Carrying out and arranging for maintenance and repair of resources.
• Constructing and modifying apparatus.
• General laboratory cleaning (bench surfaces and fixed equipment).
• Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
• Organising and storing chemicals and equipment.
• Stocktaking chemicals and/or equipment.
• Obtaining materials by local purchase.
• Disposing of waste materials.
• Caring for plants and/or animals.
• Trialling practical activities.
• Carrying out risk assessments for technician activities.
• Providing technical support to experienced and trainee teachers including health & safety guidance.
• Providing technical support to students / pupils including health & safety guidance.
• Assisting in practical classes.
• Carrying out demonstrations.
• Keeping up to date with developments in practical science.
• Keeping up to date with health & safety requirements.
• Carrying out health & safety checks on laboratories, prep rooms and stores.
• Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.

Additional activities of the team-leader and/or senior science technician

• Placing orders; checking deliveries and invoices.
• Keeping financial records.
• Managing, monitoring performance and supervising other technicians.
• Training and arranging for the training of colleagues.
• Organising the technical support to the science department.
• Liaising with senior management and other departments.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Signed ………………………………………………………………………….Date ……………………………

Signed ………………………………………………………………………….Date ……………………………