

PENSBY HIGH SCHOOL

Science Technician Job Description

Responsible to: Head of Science

Grade: Band D

Hours: 2 days, part time (7.2 x 2 = 14.4hrs) term time only contract

Job Overview	<p>The Science Technician will support the Head of Science and Science teachers across the School, and have responsibility for ensuring all equipment and resources are prepared, managed and organised, safely and securely before and after any planned practical lessons, enabling the Science department to run smoothly.</p>
Duties and Responsibilities:	<ul style="list-style-type: none">• Prepare lessons as requested by teaching staff, including set up of Science equipment in the laboratories• Set up and clear away experiments in the Science laboratories, including cleaning of glassware and other items• Support teaching staff/pupils by giving practical help and technical advice where necessary and appropriate• Manage stock of chemicals and associated risk assessments and preparing standard solutions etc, purifying chemicals and treating waste• Purchase materials from local shops where necessary• Place orders using the School ordering system for items needed by the Science department• Follow CLEAPSS guidance on Health and Safety within the Science department ensuring all practical work is carried out safely. Carry out risk assessments for technician activities within the prep room• Run trials of Science experiments as necessary• Look after plants used within the Biology department• Carry out termly and annual safety checks on laboratories, prep rooms and storage areas• Keep up to date with developments in practical science• Support extra-curricular activities within the Science department where needed, including open evenings taster days and after school clubs• Emergency First Aid training• Attend department meetings
Keys Skills & Knowledge:	<ul style="list-style-type: none">• A good level of education to GCSE standard in Science, Mathematics and English or equivalent• Formal scientific qualification or technical expertise• A good understanding of Health & Safety practices
Personal Competencies & Qualities:	<ul style="list-style-type: none">• An appreciation of, and a genuine interest in the sciences• Ability to create rapport with the pupils with a range of abilities and ages• Excellent interpersonal and communication skills, with colleagues and children• Ability to work effectively with limited supervision• Organised with good administration skills• Confident in the use of IT within the School environment

<p>Commitment to Safeguarding and Welfare</p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the position holder will:</p> <ul style="list-style-type: none"> • Help to safeguard all children’s wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which all children can learn. • Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm. • Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
<p>Promoting the Health, Safety and Wellbeing of Pupils and Staff</p>	<p>At all times the position holder will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School’s H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility. • Checking fume cabinets, pressure vessels and first aid kits.
<p>Probationary Period</p>	<ul style="list-style-type: none"> • This role is subject to a probationary period of 6 months from the start of employment, and may be extended at the School’s discretion. • Performance and suitability for continued employment will be reviewed throughout the probationary period.