

## Ashlyns School: Role Description Support Staff

|   |   |
|---|---|
| Title of Post                             | Science Technician                          |
| Grade (including allowances)              | H4 + Fringe Allowance                       |
| Reporting to                              | Head of Science / Senior Science Technician |
| Date                                      | Required as soon as possible                |
| Time/Hours (and Full Time Equivalent FTE) | 20 hours per week – term time only          |

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed as required.

### Personal and Professional Standards

- Committed to safeguarding and promoting the welfare of children and young people, the school expects all staff and volunteers to share this commitment.
- Support the clearly defined aims and ethos of the school.
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague.

### Duties Specific to the Post Holder

- To ensure the efficient preparation and organisation of equipment for lessons.
- To ensure equipment and laboratories are cleaned after each lesson and any chemical spillage which occurs.
- To maintain a clean and tidy preparation room and store area.
- To ensure safe storage and use of laboratory equipment and chemicals, maintaining lists of preparation room stocks.
- To provide technical and practical support to teaching staff (including in lessons where appropriate) and also to assist supply teachers when necessary with cover work.
- To liaise with other learning areas and schools regarding the use of additional or specialist equipment within specific areas.
- To liaise with the Senior Science Technician on stock levels and of chemicals/equipment needed and purchase consumables when necessary.

- To liaise with maintenance staff regarding any gas/electrical/water issues which may occur within a specific area.
- To ensure the application of Health and Safety procedures, following guidance from CLEAPSS and to raise awareness of Health and Safety issues specifically in relation to laboratories and prep rooms. Disseminate guidance to Science staff.
- To complete and maintain Health and Safety training requirements for Manual Handling, Working at Heights etc. and implement procedures accordingly.
- To maintain stocks of plants and small animal species when needed.
- To carry out administrative duties as required by the Head of Science/Senior Technician

### Knowledge, Skills and Personal Attributes

- Ability and willingness to work in all three science subject areas.
- Qualifications or experience in relevant discipline.
- An ability to use relevant equipment and technology to an appropriate level.
- Have good numeracy and literacy skills.
- Present a courteous and friendly manner to all visitors to the school, having due regard to “customer service best practice” attributes.
- Ability to relate well to students and adults.

### Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| 1. Good basic education to GCSE level in English, Maths and Science     | X         |           |
| 2. A Level/BTec/ Level 3 qualification in Science                       |           | X         |
|   |           |           |
| <b>Experience</b>   |           |           |
| 3. Experience of working with young people                              |           | X         |
| 4. Working in a school  |           | X         |
| 5. Working in a laboratory environment                                  |           | X         |
|   |           |           |
| <b>Knowledge and Understanding</b>                                      |           |           |
| 6. Needs of young people  | X         |           |
| 7. Understanding of relevant policies/codes of practice                 |           | X         |
| 8. Safeguarding   | X         |           |
| 9. Equal opportunities  | X         |           |
|   |           |           |
| <b>Skills</b>   |           |           |
| 10. Good numeracy/literacy skills                                       | X         |           |
| 11. Effective use of ICT  | X         |           |
| 12. Ability to relate well to young people and adults                   | X         |           |
| 13. Work constructively as part of a team                               | X         |           |
| 14. Good organisational & prioritisation skills                         | X         |           |
| 15. Liaise and communicate effectively with others                      | X         |           |
| 16. Help professional staff to achieve their objectives                 | X         |           |
| 17. Demonstrate the ability to learn and adapt from previous experience | X         |           |
| 18. Responsible and conscientious approach to Health & Safety           | X         |           |