



**Cardinal Wiseman**

Catholic School

Part of The Romero Catholic Academy

<b>JOB DESCRIPTION – SCIENCE TECHNICIAN</b>	
<b>Purpose:</b>	<p>Under the direction of Senior Laboratory Technician/Head of Faculty:</p> <ul style="list-style-type: none"> <li>• To undertake duties in support the teaching staff in the science faculty for science lessons.</li> <li>• To provide scientific technical support and advice to the staff and students of the science faculty and related areas.</li> </ul>
<b>Working Time:</b>	Up to 37 hours per week, term-time only plus 5 training days (39 weeks)
<b>Salary/Grade:</b>	Scale 3/4 - £16,781-20,138 p.a. pro-rata
<b>Disclosure level</b>	Enhanced
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Maintaining science laboratories and preparation rooms and their equipment, and services in good order.</li> <li>• Preparation of science materials and equipment: <ul style="list-style-type: none"> <li>- Carry out risk assessments for technical activities</li> <li>- Dispose of waste materials</li> <li>- Collecting apparatus and chemicals from storage</li> <li>- Preparing necessary solutions</li> <li>- Arranging for apparatus including worksheets, books and aids to be available in rooms for lessons.</li> <li>- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff/head of faculty.</li> <li>- Preparation of chemicals and solutions.</li> <li>- Advise staff on any problems and safety aspects.</li> </ul> </li> <li>• Routine maintenance of science laboratories and equipment: <ul style="list-style-type: none"> <li>- To undertake safety checks as required and ensure compliance with the requirements of Health and Safety, COSHH, and other relevant legislation and school documentation.</li> <li>- Maintaining laboratory clean and tidy in conjunction with teaching staff.</li> <li>- Cleaning sinks, chemicals and study surfaces, spillages of chemicals.</li> <li>- Storing materials tidily.</li> <li>- Keeping equipment clean.</li> <li>- Cleaning and maintenance of goggles.</li> <li>- Carrying out safety checks on equipment, for example, Bunsen tubing etc.</li> </ul> </li> <li>• To assist teaching staff with the general running of practical work sessions in a support capacity.</li> <li>• To liaise with teaching staff to develop new practical ideas and advise on schemes of work.</li> <li>• To develop new systems in the laboratories and prep rooms to improve the technical support service.</li> <li>• Collate lab requests in the absence of the senior technician.</li> <li>• Supervise other technicians/assistants in the absence of the senior technician.</li> <li>• To keep up to date with curriculum developments.</li> </ul>
<b>Responsible to:</b>	Senior Science Technician / Head of Science Faculty



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### General Responsibilities:

#### Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.

#### Child Protection/vulnerable adults statement

The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

#### School values

Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

#### Catholic Life

To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship.

#### Special Conditions

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work.

The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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.

Effective: March-18