



PRENTON

High School for Girls

Making a Difference

JOB DESCRIPTION

Designation of Post:	Science Technician	Pay Scale	Band E
Responsible to:	Subject Leader – Science		

General Duties

The duties of a Science Technician are to provide day to day technical support for all science laboratories and assistance and advice to science colleagues and students.

The Technician will take her/his full share of the common responsibility of all staff for the creation and maintenance of safe working conditions and will be expected at all times to take appropriate action to avoid the possibility of accidents and dangerous occurrences. The Technician will attend meetings as necessary.

Key Responsibilities

1. Daily support of teaching and learning.
2. Assisting teachers with demonstrations and experiments.
3. Preparing equipment and materials for practical lessons.
4. Setting out and clearing away equipment and materials.
5. Preparing, filing and retrieving worksheets.
6. Shopping for petty cash items.
7. Managing the conservation of stock levels to ensure the adequate supply of materials for lessons.
8. Demonstrating and advising staff and students on the safe use of equipment and chemicals.
9. To provide technical support for ICT in Science in class, and to assist in its development and integration into teaching programmes.
10. To liaise with the IT Technician to evaluate, familiarise oneself with and install new software and demonstrate its use.
11. To liaise with the IT technician over the installation of new hardware and software within the department.
12. To assist in entering data into departmental records.
13. Such other duties as may be required by the Subject Leader – Science.

Development

1. Assisting with the development of new technical initiatives.
2. Undertaking development work under the direction of the Subject Leader – Science, relating to improving the efficiency and effectiveness of science laboratories and curriculum resources.
3. To ensure continued professional development of practical knowledge, skills and technical expertise.

Safety

1. Managing risk assessments (in liaison with teaching staff) on all substances in schemes of work to ensure the safety of science practicals.
2. Managing the specialist procedures designed within the current Health and Safety guidelines to ensure the safe operation of laboratories, storage, labelling and disposal of chemicals, radioactive substances and microbiological cultures.
3. Monitoring and reporting missing or damaged resources.
4. Making, repairing and maintaining equipment.

General

Responsibility as delegated by the Subject Leader – Science for assessing requirements, requisitioning equipment, materials, chemicals, stationery, liaising with company representatives and the maintenance of appropriate records.

Health & Safety

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

Equality & Diversity

Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

Data Protection

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

Safeguarding & Child Protection

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.