

ROCHDALE BOROUGH COUNCIL

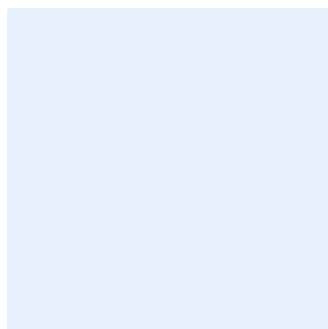
SCHOOL: St Gabriels RCHS

JOB DESCRIPTION

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| Job Title: | Science Technician (Level 2) |
| Grade: | Grade 3 (SCP) 7-11 |
| Responsible to: | Please insert as appropriate |
| Responsible for: | Please insert as appropriate |
| Hours of Duty: | 37 per week TTO |
| Any Special Conditions of Service: | <ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings (*delete as appropriate)• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• (*delete as appropriate) Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• (*delete as appropriate) Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English. |
| Values and Behaviours | <p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p> |
| DBS Disclosure Level: | Enhanced |

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To work with teachers to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils within the Science Department.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council's/School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

- Internal:
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers.
 5. Pupils.
 6. Users of the School.

- External:
1. Parents/carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

Under the direction of the Team Leader/Senior Technician: (delete as appropriate)

1. Prepare solutions, materials, cultures for living organisms when required.
2. Assemble apparatus on a daily basis.
3. Obtain relevant materials by local purchase as required.
4. Check stock and ordering as required and keep records.
5. Carry out daily risk assessments for all own activities.
6. Construct and modify apparatus as required.
7. Take delivery of equipment, materials and organisms to science labs on a daily basis
8. Collect, check and return resources for storage as required.
9. On a daily basis, care for plants and animals kept in the science department.
10. General cleaning of bench surfaces after practicals, used equipment and Lab sinks.
11. General repair of equipment within schools/LA Health and Safety policy.
12. Dispose of waste materials as required according to school/LA Health and Safety policy.
13. Give technical advice to teachers, technicians and pupils/students.
14. Assist in practical classes and assist in carrying out demonstrations.
15. Give health and safety advice to technical staff, teachers and students within the science department.
16. Respond to actual or potential hazards.

SECONDARY DUTIES

1. Check fume cupboards, pressure vessels, carrying out electrical and other safety checks as required.
2. Attend department meetings as required.
3. Attend science visits as required.
4. Photocopy work sheets for use in the Science Department

5. To undertake training both 'in house' and/or short courses to gain further knowledge and experience as appropriate.
6. To undertake 'in house' training in emergency procedures, e.g. fire fighting, eye irritation.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____