



St Mary's Catholic High School, Leyland

JOB DESCRIPTION																					
Post Title:	Science Technician																				
Grade:	5																				
Car User:	N/A																				
Responsible to:	Lead Practitioner for Science																				
Staff Responsible for:	N/A																				
Hours:	37 hours per week Term Time including inset days and one week at summer																				
Hours of Duties:	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Monday</td> <td style="width: 15%;">8.00am</td> <td style="width: 10%;">to</td> <td style="width: 15%;">4.00pm</td> </tr> <tr> <td>Tuesday</td> <td>8.00am</td> <td>to</td> <td>4.00pm</td> </tr> <tr> <td>Wednesday</td> <td>8.00am</td> <td>to</td> <td>4.00pm</td> </tr> <tr> <td>Thursday</td> <td>8.00am</td> <td>to</td> <td>4.00pm</td> </tr> <tr> <td>Friday</td> <td>8.00am</td> <td>to</td> <td>3.30pm</td> </tr> </table>	Monday	8.00am	to	4.00pm	Tuesday	8.00am	to	4.00pm	Wednesday	8.00am	to	4.00pm	Thursday	8.00am	to	4.00pm	Friday	8.00am	to	3.30pm
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Friday	8.00am	to	3.30pm																		
School Mission Statement:																					
<p>In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.</p>																					
Job Purpose:																					
<p>To work with teachers as part of a professional team to support learning by providing technical assistance through working with pupils in the delivery / demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.</p>																					
Main Activities:																					
<ol style="list-style-type: none"> 1. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher 2. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher 3. Develop, prepare and maintain specialist resources as required 4. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse 5. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order 6. Update records, including production of reports and analysis of information 7. Contribute to planning and development of systems, policies and procedures for their technical area. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Ensure the adherence to health and safety regulations by technical support staff within the 																					

school

2. Demonstrate the use of equipment to technical and other staff
3. Provide clerical and administrative support to the classroom teacher as directed
4. Order and maintain resources within an agreed budget
5. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
6. Perform first aid as and when required.

Any other related duties at a level of responsibility commensurate with the post as defined by the school.

Indicative Knowledge, Skills and Experience

1. Should be able demonstrate significant experience or technical knowledge in a Science background.
2. Knowledge of appropriate use of specialist equipment and ability to communicate and demonstrate this knowledge effectively to staff and pupils.
3. To support the school with extra curricular events such as open evening, options, educational visits etc.

Equal opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety:

All employees have a responsibility for their own health and safety and that of other when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment:

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

Customer Focus:

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge:

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

Signed _____ Dated _____