

## YSGOL ABERCONWY

### JOB DESCRIPTION

**POST:** Science Technician

**SALARY RANGE:** GO4 £14,506 to £15,584

**CONTRACT:** Term Time + 10Days. 32.5hrs per week.

**REPORTING TO:** Head of Department

### JOB PURPOSE

- To provide general support in science, including preparation and maintenance of resources and support to staff and pupils.
- To maintain science equipment and chemical stocks.
- In collaboration with the head of department, ensure Health and Safety requirements are observed in relation to use and storage of science equipment and chemicals.

### MAIN DUTIES

#### Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans, etc.
- Maintain records as requested.
- Ensure that Health and Safety requirements are met through the monitoring and maintenance of chemicals, specimens and laboratory equipment and resources.
- Ensure the health and safety of pupils at all times and encourage their good behaviour.
- Administer routine tests and invigilate exams.
- Provide clerical/administrative support relevant to science, for example typing, word processing, record keeping, photocopying, printing, collection and recording of money, etc.
- Ensure that mains gas supply is switched off, safety equipment is checked, safety glasses are fit for use and that items of hazardous stock are securely stored.
- Clean up and safely dispose of chemical spillages.

#### Support for the Curriculum

- Monitor and arrange stock and supplies, cataloguing as required.
- Maintain specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
- Demonstrate and assist Teachers in safe and effective use of specialist equipment/materials and chemicals.
- Order and maintain stock.
- Research new techniques and practices in line with curriculum changes and cascade to Head of Subject.
- Provide technical advice and guidance to teaching staff as required.

**Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils in and out of lesson times including before and after school, lunchtimes as well as clubs, extra-curricular activities.
- Act as invigilators for formal examinations.
- Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.

**RIGHT TO VARY**

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade

**Date Agreed by Postholder:** .....

**Signature of Postholder:** .....

**PERSON SPECIFICATION**

<b>Qualities and qualifications criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed via: Application (A) Interview (I) Reference (R)</b>
5 GCSEs grades A* - C to include Science, English and Maths	●		A
Level 2/3 NVQ Cert. or Diploma in laboratory or associated technical activities	●		A
Experience of working as a school Science technician		●	A, R
Good practical and technical skills	●		A, I, R
Awareness of Health and Safety	●		A, I, R
Enquiring, analytical mind	●		A, I, R
Accuracy and attention to detail		●	A, I, R
A methodical approach to work with ability to meet deadlines	●		A, I, R
Good ICT skills	●		A, I, R
Ability to support and train other staff		●	A, I, R