



Sacred Heart Catholic High School

Job Description

POST TITLE:	Science Technician
HOURS:	37 Hours per week, term-time plus 3 call days
RESPONSIBLE TO:	Senior Technician

In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

Conditions of Service

As described in the relevant paragraphs of the National Joint Council for Local Authorities Administrative, Professional, Technical and Clerical Services "Schemes of Conditions of Service."

The following list is typical of the level of duties the post holder would be expected to perform. It is not necessarily exhaustive, and other duties of a similar type and level may be required from time to time.

1 Teaching Aids and Resource Materials, to include:

- preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
- preparation of specific resources from a number of components for practical use;
- checking items for class use in order to ensure that they are functional and sufficient in quantity;
- checking that the above items are returned for each class;
- constructing simple equipment/apparatus;
- care and appropriate handling of resources.

2 Care, Maintenance and Repair of Equipment, to include:

- visual checking and routine cleaning/care of equipment;
- returning equipment to storage as soon as practicable;
- undertaking safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
- undertaking simple repairs;
- advising the line manager if more substantial repair or maintenance has to be carried out.

- 3 Control, Storage and Disposal of Materials, to include:
 - maintaining stock levels and advising line manager of items and quantities required;
 - ensuring safe and secure storage of materials;
 - safe disposal of waste materials.
- 4 Care and Maintenance of Teaching Environment, to include:
 - general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
 - keeping cupboards stocked, tidy and labelled.
- 5 Display and Demonstration Work, to include:
 - setting up equipment/apparatus and materials for demonstrations as requested;
 - checking that the above is functioning correctly.
- 6 Liaison with Teaching Staff, to include:
 - advice to teachers on the safe and effective use of equipment/apparatus and materials;
 - advice on the availability of equipment, materials and other resources;
 - notify line manager of any ways in which efficiency and safety could be improved;
 - work as a member of a Technical Team with regard to the educational aims of the department and school.
- 7 Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
- 8 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures
- 9 Any other reasonable task requested by the Headteacher.

This job description may be amended at the discretion of the head teacher.