



GROVE SCHOOL



GROVE COLLEGE

JOB DESCRIPTION – Science Technicians

JOB TITLE: Science Technician – Level 2

GRADE: 5

SALARY RANGE: Points 14 - 17

WORKING YEAR: Term time only

Hours: 35 hours over 5 days

Conditions of service are those specified by the National Joint Council for Local Government Services

GENERAL INFORMATION

Support to the Classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Create and maintain a purposeful, orderly and productive working environment.
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Assistance to teaching staff with demonstration lessons and practicals.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the departments.
- Set up and try out experiments before lessons, assessments and examinations to ensure that they work.

Support to the Pupils

- Assist in development of lesson/work plans.
- Administration of coursework/work sheets tests etc.
- Contribute to the planning, development and organisation of systems/procedures/policies.

Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Assist in the annual audit of stock.
- Ordering, receiving and accounting for new stock and equipment.

Resources

- Assist with the development of resources.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.

Health, Safety and Security

- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.
- To be responsible for the safe storage of chemicals and apparatus in accordance with safety procedures.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- 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 development as required.
- Assist with pupil needs as appropriate during the school day.

Any other duties that would reasonably be expected of the post holder.