



**PLYMSTOCK SCHOOL
JOB DESCRIPTION**



JOB TITLE	Science Technician - Chemistry
LOCATION	Plymstock School
HOURS	37hrs a week x 40 weeks
PAY GRADE	Plymouth Grade D points 8 – 14 - Actual salary £18,000 - £20,272 (Pro rata of FTE £20,493 - £23,080)
ACCOUNTABLE TO:	Head of Department
JOB PURPOSE	To support the Science Department - in particular the Chemistry Department to provide teachers with a range of technical support to deliver the science curriculum to students, including advising on health and safety issues.

Duties and Responsibilities

Decision Making

1. The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Accountabilities

2. Prepare and provide all equipment and resources for lessons across the science chemistry curriculum
3. Create and maintain equipment and resources for lessons in a user friendly form ensuring all are in a safe working order
4. Clear away apparatus and materials, ensuring laboratory is left clean, tidy and safe. Store and dispose of all equipment and chemicals safely
5. To support with the set-up of cover lessons by printing resources, the cover sheet and arranging the textbooks
6. Daily wiping down of laboratory surfaces which have had any biological or chemical substances used throughout the day
7. Maintain all science equipment in good, safe working order, repairing as necessary or requesting repairs by third party from the Premises Manager.
8. Ensure that science inventories are regularly checked and updated. Keep accurate records of stock and equipment in circulation throughout the school
9. The trialing of new practicals and updating practicals with amendments on the database system
10. To support with the setting up of the equipment for the weekly after school science club
11. Install and test new science equipment and undertake any initial problem-solving to ensure efficient operation
12. Contribute to the development of prep room practice
13. Monitor science consumable stock levels and cataloguing of resources, ordering replacements as required
14. Check deliveries of resources and equipment and ensure all items are stored safely and securely and risk assessments are undertaken where appropriate
15. Demonstrate own duties to new starters or less experienced members of staff
16. Undertake other duties appropriate to the grading of the post

Demands

17. Post holder is required to carry or move science equipment and materials and work in restricted positions when fixing and maintaining science related equipment e.g. crawling under desks to plug leads in. There will be a requirement for the movement of equipment to and from laboratory areas, and when assisting with exhibitions, demonstrations and displays. Some cleaning duties will require bending and stretching.
18. Post holder will be required to concentrate for periods of up to two hours when answering queries from staff and pupils and when assisting the students with experiments and practical work.

Working Conditions

19. **Mainly laboratory conditions - there will be considerable exposure to smells, noise, dust and differing temperatures. Post holder will, on occasions, come into contact with hazardous substances and chemicals in the laboratory e.g. micro-organisms and radioactive materials. Protective clothing is required e.g. laboratory coat, various gloves, goggles and face shields, depending on the task in hand.**

Skills and Technical Competencies

20. Judgmental skills will be required when installing and testing new science equipment and undertaking straightforward problem solving to ensure efficient operation
21. Post holder will be required to advise and guide the students when assisting them with experiments and coursework
22. Interpersonal and communication skills required to advise and guide with other colleagues, students, and liaising external suppliers and contractors
23. High demand for precision will be required for the construction, assembly and modification of apparatus used for experiments and demonstrations in preparation for lessons.
24. Keyboarding skills required for inputting and manipulating a range of data

General Responsibilities

25. Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.
26. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
27. Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.
28. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
29. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
30. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
31. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

These responsibilities may be varied from time to time to meet the changing needs of the school, but any changes will not alter the general character of the post nor the level of responsibility

The contents of this job description are known to and have been discussed as appropriate with the member of staff in question.

Signed

Signed Headteacher Date