

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Science Technician
CONTRACTED HOURS	10 hours per week / 40 weeks per year
LOCATION	Felixstowe School
GRADE / SCALE POINT - SALARY	NJC Scale 3 – (Points 5-6)
REPORTING TO	Lead Science Technician/Head of Science

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To undertake general preparation for the Science Department as directed by the Lead Science Technician/Subject Leader
 To become familiar with a wide variety of equipment and work with chemicals as directed, observing appropriate Health and Safety measures
 Assist with clearing away apparatus and materials after lessons

KEY TASKS & RESPONSIBILITIES

Main duties / responsibilities:

- General duties for the Science Department including:
- Preparing apparatus and materials required during science lessons
- Become familiar with a wide variety of equipment, its location and use
- Work with chemicals as directed, observing appropriate Health and Safety measures
- Measure out materials, carry out simple calculations and make up solutions
- Clear away apparatus and materials after lessons. Check, clean, wash-up and put away
- Assist in maintenance and repair of equipment
- Assist with plant and animal husbandry
- Assist with stock control, including record keeping and documentation

Personal Responsibilities

- Play a full part in the life of the school, to support the vision, aims, objectives, values and ethos and to encourage staff and students to follow this example.
- Actively promote school policies and procedures;
- Be responsible for your own continued professional development;
- Comply with the school Health & Safety policy and undertake risk assessments as appropriate;
- Be courteous to colleagues, students, visitors and telephone callers and provide a welcoming environment;
- Undertake duties as designated on the school Staff Duty Rota;
- Attend calendared meetings punctually;

Supporting the school:

- Be aware of, and comply with, all policies and procedures relating to child protection, health

and safety, security and data protection.

- Contribute to the overall aims and vision of the school.
- Establish and maintain effective working relationships with colleagues.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
7. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
8. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

