

# Whickham School and Sports College



## JOB DESCRIPTION

**POST: Science Technician**

**GRADE: D**

**15 hours per week**

**Contract (term time only) £23,500 - 23,893, actual salary £8,162 to £8,299 per annum.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Purpose of the post and main scope of responsibility:**

- Coordinate the use of practical resources and provide assistance and advice to teaching staff, to meet the practical needs of the science curriculum, under the overall guidance of the Senior Science Technician.

**Responsible to:** Senior Science Technician

**Hours of Work:**

- 15 Hours per week, over two days (to be agreed) 8am – 4pm
- Term time only.
- Some flexibility will be required in order to support open evenings and with occasional school visits which may start before or end after the usual working day.

## **MAIN DUTIES**

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Under the supervision of the Senior Science Technician:

- Assemble trays of equipment for practical lessons
- Give technical advice to teachers, technicians and pupils
- Carry out risk assessments and trial practical activities
- Assist in practical classes and supporting demonstrations
- Keep up to date with health and safety requirements and with developments in practical science
- Care for plant and animal collections
- Prepare standard solutions and cultures
- Collect, check and return equipment to stores
- General lab/prep room cleaning of work surfaces and sinks
- Dispose of waste material
- Ensure classrooms are safe and tidy
- Clean and restock glassware
- Supervise trainee technicians as required
- Check and keep stock records
- Support the senior science technician to compile orders
- Maintenance of general laboratory services and equipment
- Assist with open evenings to promote science
- Production and upkeep of laminated teaching resources
- Maintain stationery resources in classrooms
- Support supply teachers in science to have a smooth start to any cover lessons
- Maintenance and refresh of display boards within the Science Faculty
- To comply with relevant school policies (e.g. safeguarding, Health and Safety) and Health and Safety Legislation (e.g. COSHH).

## **OTHER DUTIES**

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- To be a first aider

- To support the examinations process of the school (e.g. through acting as a reader or scribe)
- Support or lead educational visits. This may require occasional flexibility where visits start before or return after the end of the normal working day.
- To lead an after school year 7 Science club one day a week.

**STAFF DEVELOPMENT**

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- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required

**GENERAL**

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1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed ..... (Post holder)

Date.....

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