

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1108	<b>Science &amp; Safety Technician</b>	Grade 4	374 NJC	April 2008

### Statement of Purpose

To work under the direction and instruction of senior staff to provide general technical support to the science department.

### Support to the Classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- 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.

### 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.
- Assist in coordination of work requests to facilitate support by advising staff of clashes of equipment, rota situation or lab changes for fume cupboards etc.

### 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.

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- To be responsible for the safe storage of chemicals and apparatus in accordance with Staffordshire County Council Safety procedures.
- Actively contribute to the assessment, monitoring and review of both Health and Safety procedures and information resources.
- Carry out risk assessments for technical activities.
- Provide technical advice and support on Health and Safety issues to technical and teaching staff.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the 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.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

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**Person Specification  
Science and Safety Technician  
Level 2**

<b>Essential Criteria</b>	<b>Measured By</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in a related discipline.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• NVQ2 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ2 School support staff, or other appropriate equivalent qualification or experience.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good standard of practical knowledge.</li> <li>• Good understanding and ability to use relevant equipment/technology.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new</li> </ul>	AF/I

