



ST IVO SCHOOL

Science Technician

Job Description

POST TITLE:	Science Technician
WORKING HOURS:	37 hours per week, term time only plus 5 professional days
GRADE:	Scale 3
SALARY:	Point 14 – Point 16 (£16,781 – £17,772 pro rata)
RESPONSIBLE TO:	Senior Science Technician

Technicians are crucial to the day to day running of the department. Their role has huge variety and is never dull! You will be working in a large department of 16 highly motivated teachers and a team comprising five other willing and experienced staff.

The purpose of the post

- To provide a first class and dynamic technical support service.

General

- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of the school and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

There is an expectation that all adults who work at St Ivo School will:

- Create opportunities to support the school's vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the ways in which we behave, talk to each other and strive for excellence in all that we do.
- Support the school uniform policy for students and echo this through professional and business-like mode of dress.

Job Purpose and Responsibilities

- Practice appropriate H & S legislation and guidance with respect to science education, including COSHH.
- To ensure that statutory safety regulations and safe practice are complied with, relating to teacher/technician skills qualifications, and student involvement in the classrooms and workshops.
- Daily and weekly laboratory servicing and annual clean.
- Practical preparation, including materials, equipment, stock, standard solutions and specimens.
- Setting up, testing and demonstrating practical equipment to ensure that students gain the most from the scientific experience.
- Recovery of residues, and safe disposal in accordance with legislation.
- Care of animals and specimens for observational and experimental purposes.
- Carrying out in-house repairs, calibration and maintenance.
- Operating laboratory documentation systems including organisation of work sheets, filing, hazard data and legal records.

- To use flexible time responsibly and to be punctual and maintain a high level of attendance.
- Such other duties as shall from time to time be agreed with the headteacher.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.