Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Technician – Science Role B

SECTION: Schools

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will *advise* you of those that are not applicable.
Text marked in *italic* refers to words that can be found in the glossary, text marked in **bold** indicates the differences from the previous level.

PURPOSE OF JOB

Under the **guidance** of senior staff, to provide support within the science department providing technical, practical and administrative assistance, enabling teachers to concentrate on the provision of a high standard of science education in line with the National Curriculum.

PRINCIPAL ACCOUNTABILITIES

- To prepare all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons within time scales, in order to support learning activities.
- To *undertake* ***routine*** maintenance and cleaning of equipment, resources and materials to *ensure* a safe and orderly working environment.
- To ***assist*** **with** stocktaking, **ordering and taking delivery of supplies of chemicals, equipment, stationary and other resources, in conjunction with the Senior Technician, as required in line with National Curriculum requirements**.
- To clean the equipment/resources/work area after use including chemical/biological spillages, ensuring own safety and that of colleagues and pupils.
- To check/**test** equipment/resources for safety, reporting any faults/problems/damages to Senior Technician or Senior Manager to *ensure* that planned lesson activities can be undertaken.

- To *undertake* repairs to equipment within own capabilities whenever possible
- **To arrange and *monitor*** safe, secure and orderly movement and storage of laboratory equipment and resources, as instructed by Senior Technician, ensuring that Health, Safety and **COSHH** guidelines are complied to.
- **To *ensure*** that chemicals are disposed of safely in line with Health & Safety regulations and COSHH guidelines.
- **To liaise with, and provide support to the teaching staff in relation to the preparation and delivery of new units for the National Curriculum, for example; to *assist* with research, experiments and the testing of new equipment.**
- **To provide advice and practical support to students and NQT's (Newly Qualified Teachers) and *advise* compliance with safe working practices.**
- ***To contribute to*** **meetings and discussion forums with colleagues, students and NQT's as appropriate.**
- To be aware of and act in accordance with the council's Equalities Policy.
- To be aware of and act in accordance with the schools' Health & Safety Policy and agreed codes of practice.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Postholder: ……..

Line Manager: ……

Date prepared: ……

Headteacher : ……..

Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Post Title: Science Technician (Role B)

Department: Children, Families & Schools

Section: Schools (Science Department)

Essential Criteria

Job Related KnowledgeExperience and Qualifications

- NVQ **Level 2** or equivalent in a Science related subject
- **Two years Laboratory experience**
- **Experience of working in a school environment**
- **Knowledge of National Curriculum, specifically Key Stages 3 & 4**
- **Health and Safety knowledge of COSHH**

Skills & Abilities

- *Very Good* Numerical Skills
- *Very Good* Communication Skills
- **Ability to give clear instructions**

Other Requirements

- To be **extremely** aware of safety regulations when dealing with hazardous materials and that if they are not adhered to, the implications could be extremely serious, even lethal.