



CENTRAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION – ASSOCIATE STAFF

Post Title:	SCIENCE TECHNICIAN
Scale:	NJC Scale 2/4 (depending upon experience)
Responsible to:	Director for Science / Senior Science Technician
Working hours/ pattern/term:	37 hours per week, term time only Annual leave must be taken in school holidays
Location:	The post holder will be based at Coppice Performing Arts School. The post holder may be required to work at another school in Wolverhampton from time to time or for a specified period.
Disclosure level:	Enhanced
Post Purpose:	The Science Technician will work as part of the Science Team, responsible to the Director of Science for the technical service to the department as specified by the following duties.
Main Duties and Responsibilities:	<ul style="list-style-type: none"> ▪ Assist Teachers with demonstrations, experiments and practical science work ▪ Perform duties in an efficient and safe manner to ensure that an effective technical service is maintained throughout all school science laboratories ▪ Assist with the specialist procedures designed to ensure the safe disposal of all hazardous substances in accordance with current Health & Safety Regulations ▪ Attend relevant training courses as required by the Science Dept. ▪ Provide technical support and advice to teaching staff concerning changes to the Science Curriculum and new initiatives under Health & Safety legislation ▪ Assist with the conservation of stock levels/modification of equipment/repair of apparatus ▪ Provide individual practical support and advice/guidance to pupils engaged on various projects (to “A” Level standard) ▪ Ensure the most effective use of resources/commodities in the laboratory as required including the manufacture of replacement parts for apparatus/equipment ▪ Assist with Risk assessments on all substances contained in schemes of work to ensure that experiments are performed safely in liaison with teaching staff ▪ Ensure the safe storage of micro organisms/toxic substances / reagents/chemicals ▪ Label chemicals/solutions, etc. with appropriate symbols and prepare associated documentation in accordance with relevant regulations ▪ Attend meetings as directed by the Leader of Learning Science from time to time ▪ Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with appropriate procedures ▪ Issue chemicals, apparatus, equipment, books, stationery and materials ▪ Overhaul and repair equipment/apparatus manufacturing replacement parts as appropriate ▪ In the event of spillage/breakage ensure in liaison with the school caretaker that laboratory floors/walls/benches/equipment and fittings are properly cleaned ▪ Prepare examination material and samples, raw materials to specification and class work and practical demonstrations ▪ Assist with exhibitions/displays for Science open days ▪ Assist with annual stock-taking operations and maintain relevant parts of the School’s inventory ▪ Construct teacher aides, e.g. light boxes, feeler boxes, grid covers, specialist/unique apparatus ▪ Ensure that laboratories are cleared of all practical equipment at the end of the day

	<ul style="list-style-type: none"> ▪ Use of autoclave and other sterilisation equipment to sterilise solutions or equipment which have not already been infected in micro-biology experiments ▪ Any other duties appropriate to the grade of the post as may be delegated by the Leader of Learning for Science from time to time
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The post holder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To play a full part in the life of the school community, to support its distinctive mission and the ethos.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

Endorsement:

I accept the specified job description.

Name:

Signed: Date: