



JOB DESCRIPTION

This job role will play a critical part in enabling the School to achieve its vision – “Excellence as a habit, not an action. Excellence in who we are; Excellence in what we do; Excellence in our service of others”. The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Job Title: **Science Technician** (permanent, part-time)

Job Purpose

- To provide technical support to teaching staff in the Science laboratories, classrooms and preparation areas and to use initiative in order to support the education function of the school.

General Key Duties

- Help with efficient day to day running of the Preparation rooms and the servicing of the laboratories, to include preparing chemicals, setting out and clearing away equipment, cleaning glassware and storing materials for experimental and demonstration work.
- Liaise closely and co-operatively with members of the teaching team.
- Help with routine maintenance and servicing of equipment and chemicals.
- Assemble equipment for demonstrations when required.
- Assist in preparation of materials for internal practical assessments at A Level
- Ensure that correct safety procedures are always followed in the departments
- Assist with photocopying, filing and other administrative tasks as required
- To liaise with other departments / schools re: use of additional / specialist equipment.
- To liaise with the site team regarding any gas/fume/water problems that may occur.

Other responsibilities:

- To help implement the aims of the school.
- To encourage a stimulating, secure and safe environment.

Feet on the ground. Reaching for the stars.

- To actively support pupils with SEN.
- To ensure the implementation of School's and Department's policies.
- To maintain practices which lead to the highest possible standards.

Personal qualities:

- Excellent communication and interpersonal skills
- Background in Science an advantage but not essential
- Able to work as part of a team but also able to use initiative
- Flexible and co-operative attitude

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

Appraisal (Annual Professional Review/s)

- The post holder will be part of the school's appraisal scheme. They will have an appraiser who will set agreed targets for the year. The Line Manager will monitor and review performance, including group teaching. The school will support the continuing professional development of all staff.

Professional Development

- Keep up to date with current developments and emerging technologies in education to enable the school/department to move forward.
- Regularly review the effectiveness of teaching in consultation with Line Manager, refining approaches where necessary.
- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training and any other training required by the school.

Health and Safety Responsibilities: In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Head Teachers, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

Person Specification: Science Technician

Qualifications/Skills	Essential	Desirable
Good standard of education and be both numerate and literate	✓	
GCSE / A level		✓
Excellent communication and organisational skills	✓	
Ability to work as a part of an effective team alongside young people and adults	✓	
Ability to think ahead and work independently on own initiative	✓	
Good ICT skills		✓
Knowledge and understanding	Essential	Desirable
Good understanding of school level Science	✓	
First Aid trained or willingness to undertake training		✓
Previous experience working as a science technician		✓
Knowledge of CLEAPSS working practices		✓
Awareness of policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection		✓
Be able to move trolleys of equipment from prep rooms to the different labs.	✓	
Willingness and desire to identify own training needs and to engage in further training	✓	
Experience	Essential	Desirable
Experience working with young people and adults	✓	
Experience working as part of a team	✓	
Experience of working within a school environment		✓
Personal qualities	Essential	Desirable
Excellent Communication Skills – both verbal and written	✓	
Excellent Interpersonal Skills	✓	
Excellent Time Management	✓	
Ability to keep calm under pressure	✓	
Ability to work well as part of a team	✓	
Be willing to contribute to our extra-curricular activities	✓	
Fully supportive of the aims and ethos of a Catholic school	✓	