

Wiltshire Council

School Support Staff

Job Profile

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| Reference : | SCH032 | Grade E |
| Job Title : | Science Technician, Secondary School | |
| Main Job Purpose : | Providing teachers with technical support to deliver the curriculum to students, including advising on health and safety and risk assessment. | |

Main Duties :

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| 1. | Prepare and provide all equipment and resources for lessons in Physics/ Chemistry/Biology. |
| 2. | Advise and help teaching staff to best use equipment/chemicals provided safely by demonstration and construction of equipment, and where needed, making up of chemicals. |
| 3. | Create and maintain equipment and resources for lessons in a user friendly form ensuring all in a safe working order and with chemicals, Hazard cards and Risk Assessments. |
| 4. | Clear away apparatus and materials, ensuring lab is left clean, tidy and safe. Store and dispose of all equipment and chemicals safely. |
| 5. | Maintain all science equipment in good/safe working order, repairing as necessary or organising repairs by third party if beyond own competence. Submit all electrical equipment for PAT testing at required intervals. |
| 6. | Manage the ordering of all consumable stationery for the department and order consumables as required to deliver science reports. |
| 7. | Assist with the day to day running of the class laboratories, ensuring all is left safe/clean for staff and pupils. |

| Main Duties | |
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| 8. | Administer the exam papers ensuring enough available for all school year groups. |
| 9. | Check first aid boxes and restock where required. |
| 10. | Guide novice teachers and cover teachers on how to best use equipment available. |

| Supervision and Management |
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| The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits. |

| Creativity and Innovation (i.e. Problem Solving) |
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| The work is largely regulated by laid down procedures but the jobholder deals with problems encountered in, for example, repairing equipment, creating and maintaining a purposeful and orderly productive working environment for staff and students. |

| Key Contacts and Relationships | Reason for Contact |
|---------------------------------------|---|
| Science Staff | To discuss their lesson plan/ requirements. |
| Head of Science | Health and Safety issues. Stock required. |
| Fellow Technicians | Sharing of equipment/resources. |
| Pupils | Advising how to use equipment /chemicals. Observing health and safety. |
| Resources Staff | Re photo-copying or use of whole school equipment, i.e. multi media projector |

Decision Making

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. The jobholder decides which tasks will need more preparation, eg. the growing of seeds/collecting of live samples/pond dipping needs to be timed so the best resources are provided for the class.

Resources

The jobholder has shared responsibility for the purchasing and safe use of equipment and chemicals but does not have overall sole personal accountability for their security.

Working Environment

The job regularly involves some lifting and carrying eg of equipment from prep rooms to classrooms, use of trolleys, use of chemicals.

The jobholder is in regular contact with pupils. There is regular background noise. Work is undertaken in science prep rooms and classrooms.

Knowledge and Skills

The jobholder needs sufficient background scientific knowledge to support science experiments, the setting up of apparatus and dealing with chemicals, and good practical skills in this area.