

## The Folkestone School for Girls - Job Description

### Science Technician

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

### Specific Duties

<b>Post Title:</b>	<b>Science Technician</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	To provide technician support to the Science department Departments
<b>Reporting To:</b>	DoL Science
<b>Liaising With:</b>	Science Technician, Science Teachers, Study Support Supervisors, Site Staff, other support staff, any other relevant staff and external agencies as required.
<b>Contract Type:</b>	Full time 37 hours in term time plus inset plus two weeks
<b>Disclosure Level:</b>	Enhanced
<b>FSG Scheme</b>	Band 6 plus Responsibility Allowance
<b>Main/Core Duties</b>	
<b>Main Duties</b>	<p><u>Daily</u></p> <ul style="list-style-type: none"><li>▪ Preparation of resources and assembling apparatus.</li><li>▪ Giving technical advice to teachers, technicians and pupils/students.</li><li>▪ Carrying out risk assessments for technician activities.</li><li>▪ Giving health &amp; safety advice to technical staff, teachers and students.</li><li>▪ Setting up and caring for plant and animal collections.</li><li>▪ Cleaning used equipment and apparatus.</li><li>▪ Safely disposing of chemicals and other materials after practical activities have taken place.</li><li>▪ Collecting, checking and returning equipment to stores.</li><li>▪ Ensure that ICT equipment is in working condition and in place ready for use when required for teaching.</li></ul> <p><u>Weekly</u></p> <ul style="list-style-type: none"><li>▪ Obtaining materials required for practical activities by local purchase.</li><li>▪ General cleaning of laboratory bench surfaces and fixed equipment.</li><li>▪ Assisting in practical classes &amp; carrying out demonstrations.</li></ul> <p><u>Monthly</u></p> <ul style="list-style-type: none"><li>▪ Cleaning laboratory sinks.</li><li>▪ Attending department meetings where required.</li><li>▪ General cleaning and repair of equipment</li></ul>

	<p><u>Annually</u></p> <ul style="list-style-type: none"> <li>▪ Keeping stock records.</li> <li>▪ Carry out Portable Appliance Testing to include recording results both electronically and updating the electronic testing folder.</li> <li>▪ Assist with any holiday jobs as requested.</li> </ul> <p><u>As Required</u></p> <ul style="list-style-type: none"> <li>▪ Keeping up-to-date with health &amp; safety requirements and with developments in practical science. (Attending courses &amp; reading publications.)</li> <li>▪ Trialling practical activities where necessary (e.g. prior to assessed work being carried out by students).</li> <li>▪ Checking and cleaning fume cupboards and pressure vessels; carrying out electrical and other safety checks, etc.</li> <li>▪ Organising, storing and checking the condition of chemicals, equipment and resources.</li> <li>▪ Constructing &amp; modifying apparatus.</li> <li>▪ Preparing standard solutions, treating waste where necessary.</li> <li>▪ Checking stock.</li> <li>▪ Maintaining resources.</li> <li>▪ Any other duties to be undertaken as requested by the Head of Department</li> </ul>
<p><b>Additional Duties:</b></p>	<ul style="list-style-type: none"> <li>▪ To undertake training as necessary.</li> <li>▪ To follow procedures with regard to evacuation and emergency procedures.</li> <li>▪ To take reasonable care of his/her own health and safety and that of others who may be affected.</li> <li>▪ To engage actively in the performance management review process and to undertake reviews as required.</li> <li>▪ To continue personal development as agreed at your PMR.</li> <li>▪ To address the appraisal targets set by the line manager.</li> <li>▪ To carry out duties as outlined in the targets set each year.</li> <li>▪ To undertake any other duty as specified by the DOL Science or SLT and not mentioned in the above.</li> <li>▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>▪ To adhere to the School's policies.</li> <li>▪ To promote actively the School's corporate policies.</li> <li>▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>▪ To show a record of excellent attendance and punctuality.</li> </ul>