

## Job Description

**Job Title:** Science Technician (Temporary Sabbatical cover)

**Grade:** Band E (Points 5-7) (details at Appendix 2)

**Hours:** 26 hours per week, 39 weeks per year

**Line Manager:** Science Curriculum Leader

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### Main Purpose of Job

Under the overall direction of the Science Curriculum Leader, provide a technician support service and meet health and safety standards and the requirements of classes involved.

### Key Responsibilities

To co-ordinate the use of **practical resources** and provide assistance in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. This is likely to involve:

- assisting with and setting up of demonstrations
- assisting in practical classes
- preparing resources,
- assembling apparatus,
- obtaining materials,
- purchase sundries from local supermarket
- carrying-out risk assessments for technician activities

To support the Science team to ensure the **availability of suitable materials** and equipment,

- helping to compile orders
- keeping up to date records of stock
- checking deliveries
- sourcing, costing and suggesting economic alternatives to maintain stock levels

To support the Science team in the maintenance of a healthy and **safe working environment** through:

- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- The healthy and safe storage and accessibility of equipment and materials.
- Working with teaching staff to keep rooms clean with respect to the materials being used, in order to promote good practice from students
- Keeping equipment clean.
- Support the Science Manager to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

## **Health and Safety**

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with government and school policies on health and safety and to complete training in the relevant areas to meet all safeguarding and health and safety standards as detailed in SuAS policy.

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review (via the Science Curriculum Leader), which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.
- Any other duties commensurate with the post at the discretion or direction of the Science Curriculum Leader

### **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## **Appendix 1**

### **Support Staff Posts**

#### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations

- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### **Working with Students**

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

### **Membership of Groups**

- From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## **Appendix 2**

### **Science Technician**

#### **Terms and Conditions of Employment specific to the post**

##### **Working Hours**

The post is for 26 hours per week term time only plus 5 staff learning days - 39 weeks per year. Based on 8:00 – 13:15 Monday to Friday (without lunchbreak) these working hours can be adjusted to suit the right candidate in line with the department's needs.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

##### **Holidays**

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### **Other Benefits**

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

##### **Remuneration**

Starting salary for a full-time post at Band E (points 5-7) is within the range £25,583 to £26,403 per annum, starting point depending on experience and qualifications.

Actual salary is calculated at £15,574 to £16,073 per annum and subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*