



## Finborough School

### Part Time Technician (Science/General) - Job Description

To carry out the duties of a General Technician, as circumstances may require and in accordance with the school's policies, under the direction of the Headteacher.

Accountable to: Head of Science and Deputy Head of Senior School

#### **Science Technician**

- Carry out preparatory work as stated in the schemes of work, including testing and practical experiments, making chemical solutions, preparing materials, the assembly of apparatus and the purchase of perishable / consumable items
- Distribute equipment, apparatus and chemicals to the teaching laboratories, retrieve after use, return to store and dispose of non hazardous waste as directed. Wash / clean equipment and autoclave if necessary
- Ensure a high standard of housekeeping by the indexing and storage of materials and equipment so that they are readily available. Also check and upkeep the equipment in each of the teaching laboratories
- General maintenance and cleaning of apparatus and equipment including minor repairs where this can be safely carried out
- The movement of materials and equipment from the central store to laboratories and departmental storage areas
- Supply for A Level Sciences more complex equipment, apparatus, materials and solutions, support and assist teaching staff and students
- Assist post-holders in the upkeep of the schemes of work, worksheets, files and kits. Also make practical equipment, when possible, to reduce expenditure
- Use the computer to store information, keep records and maintain and upkeep the schemes of work
- Carry out any other clerical duties
- Assist in the maintenance of stock levels and carry out stock checks
- Give extra support and assistance to new and trainee teachers where appropriate
- Assist teaching staff when required to carry out complex demonstrations
- Maintain standards of safety and security as set out in the Science Department Handbook
- Other appropriate technician duties as requested by the Head of Science
- Alert Head of Science and / or Deputy Head to any difficulties carrying out these duties and consult with them on matters of health and safety.

#### **Printing Technician**

- To ensure photocopiers and printers across the school are loaded with paper and fully operational, maintaining a stock of ink cartridges to change as required

#### **Other General Technician**

- To provide occasional technician support across the school as directed by the headteacher.
- Support staff and pupils on educational trips.
- Invigilate and support access arrangements for internal and external examinations

**All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the school development plan. To support the Headteacher and Senior Staff in the pursuit of these objectives at all times but to challenge constructively when warranted
- Support and uphold the school's values of respect, results and honesty
- Set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with school policy.
- Act as a role model to students in all actions and behaviour.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Work effectively as part of a team but also to be able to show initiative and independence in their areas of influence.
- Raise concerns about individual children or school practice, when necessary, for the better performance of the educational process
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Participate in professional learning programmes and activities such as parents' meetings or open days so as to help maintain and improve the ethos and performance of the whole school for the benefit of its students.
- Adhere to policies as set out in the school's policies and procedures
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Undertake any reasonable duties as directed by the Headteacher or members of the Senior Leadership Team.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review.