PARTNERSHIP LEARNING
THE SYDNEY RUSSELL SCHOOL
Excellence for All

Principal: Janis Davies B.A. | **Address:** Parsloes Avenue, Dagenham, RM9 5QT | **Web:** www.sydneyrussellschool.com
Email: office@sydney-r.bardaglea.org.uk | **Tel:** 0203 959 9900

~~**SYDNEY RUSSELL SCHOOL**~~

JOB DESCRIPTION

~~SCIENCE TECHNICIAN~~

~~(MATERNITY COVER)~~

POSITION: SCIENCE TECHNICIAN

SCALE: APT&C Scale 3 (14-18) Actual pay - £~~16,550~~18,824

HOURS & PAY: 35 Hours per week x 39 weeks per year (term time only)

PURPOSE OF JOB:

- To be part of a team of technicians and provide comprehensive technical support service to staff and students undertaking the science curriculum
- To support the department in general running (reprographics, orders etc)

MAIN ACTIVITIES:

- To coordinate weekly preparation sheets along with the other technicians
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources
- Assist the teaching staff in preparation and running of science lessons; including preparation of apparatus, chemical solutions for both demonstration and class use.
- Care and maintenance of equipment to include microscopes, electrical apparatus, audit visual aids. Organising repairs of specific maintenance when necessary through external contractors.
- To be responsible for disposal of chemical, radioactive and biological waste as required under COSHH under the supervision of the Senior Technician.
- To be responsible for safety, welfare and in service training of other technical staff in the department with particular reference to the Health and Safety at Work and COSHH regulations
- To disseminate information on safety matters or potential problems with equipment to other technicians and teachers.
- To maintain written and computerised inventories of equipment, apparatus and chemicals and stock checks of the above and stationery
- To work in collaboration with the Curriculum Team Leader to ensure risk assessments are carried out
- To work in collaboration with the teaching staff to disseminate work for classes due to teacher absence

Formatted: Justified

Formatted: Justified

Formatted: Justified

Principal: Janis Davies B.A. | **Address:** Parsloes Avenue, Dagenham, RM9 5QT | **Web:** www.sydneyrussellschool.com
Email: office@sydney-r.bardaglea.org.uk | **Tel:** 0203 959 9900

- To undertake as and when required those duties which are normally the responsibility of science technicians
- To ensure efficient preparation and organisation of equipment for lessons
- To clean equipment and laboratories after lessons and any chemical spillages when they occur
- To support teaching staff and pupils during lessons
- To care for plants and animals
- To liaise with caretaking staff and to record any gas/fume problems
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories
- To undertake any training commensurate with the job
- To carry out photocopying and filing where necessary
- To assist in ensuring the safe conduct of students in the department
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal of Sydney Russell School or Director of Teaching School, taking into regard the grade level of the post and the competence of the post holder.