



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME:

POST:

Science Technician

(NSB Support range 2-3)

37 hours, 41 Weeks relating to term time, Training Days and ten days in the school holidays.

30 Minute unpaid lunch break

LINE MANAGER: Senior Science Technician/Science Team Leader

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

This post involves providing support for the teaching of Science in Years 7-11 and Physics, Chemistry and Biology for GCSE and in Years 12 and 13.

The main roles and responsibilities of the Science Technician will include:

- preparation and delivery of equipment to and from Science lessons;
- fortnightly inspection of the taps, electric sockets, sinks etc and report the defects to the Estate Manager; to assist in regular checks of electrical equipment as laid down in the Health and Safety regulations;
- ensuring that appropriate cleaning materials are available;
- ensuring that goggles are available, and that suitable safety references are easily accessible;
- purchase of items from local suppliers;
- checking contents of the Science labs every half-term and ensure that they are appropriately stocked with Bunsen burners, clean glassware etc;
- preparing bench reagents accurately and ensure that bottles are kept full;
- effecting simple repairs to apparatus and equipment, e.g. wiring a plug;
- arranging for more difficult repairs to be done through the appropriate agencies;
- checking and assembling apparatus and materials for teaching as required by the teaching staff. (Under normal circumstances teaching staff will be expected to give reasonable notice of their requirements.);
- liaison with other Teams when appropriate with regard to sharing and constructing resources;
- assisting in the clearing away and cleaning of equipment and apparatus after use;
- checking and setting up materials and apparatus for practical examinations
- assisting, by negotiation, in the assembly of apparatus and materials for display and open evenings;
- attendance at meetings as required;
- providing help and support to NTTP trainee teachers;
- any other duties as requested by the Head or his agent from time to time

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

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.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.