



BISHOP WORDSWORTH'S GRAMMAR SCHOOL	
Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.	
• Title of Post:	Science Technician
• Salary:	Bishop Wordsworth's School Scale G22-25
• Hours:	25 hours/week; 39 weeks/year
• Postholder:	
The Postholder is immediately responsible to the Lead Science Technician under the overarching direction of the Bursar.	
Purpose: To provide a high quality of technician services to the Science Department, supporting the curriculum by ensuring that the needs of the teaching staff in the Department are met. The following Job Description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The school reserves the right to alter this job description at any time.	
Principle Duties and Responsibilities: - Assisting in the day to day running and maintenance of labs, prep and store rooms, equipment and supplies ensuring the preparation and clearing away of apparatus and materials, washing of apparatus with its return and storage, keeping sinks, labs and shelves clean and tidy; - Preparation of materials/samples for classwork, coursework and assessed practicals; - Maintenance of secure inventories, stock control and preparation of stock reagents and solutions along with issue of chemicals, apparatus, equipment, materials in accordance with specified procedures; - Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure; - Care of plants within the Science Faculty; - To prepare equipment, chemicals and materials for classroom, paying particular attention to the safe use and handling of the same; - To assist the teachers with the fabrication of equipment and resources required for use in the laboratories; - To assist with the ordering of resources and with the receipt of all deliveries, checking against delivery notes and checking all discrepancies; - To assist with the maintenance of an inventory of materials, chemicals, equipment and associated stock taking duties; - To assist with filing and the photocopying of worksheets; - To undertake further relevant training; - Help to supervise school science trips when required as well as assisting with displays for Open Evenings.	

Managing Health and Safety

- To undertake appropriate training in the application of health and safety law including COSHH, CLEAPSS standards and the school's own health and safety policies;
 - Apply these legal requirements, standards and policies as instructed by your line manager;
 - Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work, and be proactive in monitoring and ensuring compliance;
 - Remove from use any equipment that is deemed unsafe and report it to your line manager;
 - Report any misuse of tools, equipment and materials;
 - Assist teachers, when requested, in carrying out risk assessments for demonstrations and practical's and keep a log of all risk assessments;
 - Ensure the safe storage of all chemicals and equipment;
 - Dispose of waste materials appropriately;
 - Advise staff on any problems and safety concerns;
 - Carry out or arrange routine maintenance of science laboratories and equipment;
 - To undertake safety checks as required and ensure compliance with the requirements of Health and Safety, COSHH, and other relevant legislation and school documentation;
 - Ensure laboratories are kept clean and tidy in conjunction with teaching staff:
- Cleaning sinks, chemicals and study surfaces, spillages of chemicals. - Storing materials tidily.
 - Keeping equipment clean.
 - Taps turned off
 - Cleaning and maintaining of goggles.
 - Carrying out safety checks on equipment, for example, Bunsen tubing etc.

Maintaining Equipment and Resources

- Help conduct half termly lab checks and report problems regarding labs, fume hoods and equipment;
- Help ensure the laboratories (including sinks) are regularly cleaned and that the gas taps and electric sockets are regularly checked for foreign objects inserted into them. Report issues to your line manager;
- Monitor stock of materials and equipment. Report on stock levels and shortfalls to your line manager;
- Keep prep rooms clean and tidy ensuring a safe environment for all staff;
- Follow established systems as instructed by your line manager.

Professional Conduct

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives;
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role;
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions;
- Give notice of any absence in line with the BWS's Absence Management Policy;
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination;
- Work within any legislation to which the school is bound by law;
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students;
- Manage a sustainable work life balance and seek support if issues in this area arise;
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures;

- Participate in the School's system of Appraisals.

Extra-Curricular Activities

To contribute to the School's extra-curricular activities programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for pupils and the development of the school's ethos but also for the professional development of the colleague concerned.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the HR manager / Bursar for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date		Signed (Postholder)	
Date		Signed (Headteacher	