



**Westcliff High School
for Boys**

JOB DESCRIPTION
Science Technician

INTRODUCTION

Every School has its own traditions, its own ethos, its own identity, and its own purpose. The purpose of Westcliff High School for Boys (WHSB) is to provide an excellent education for our pupils, supporting them in their journey to adulthood by developing character and intellect within a safe, happy and scholarly community.

To this end, WHSB provides exceptional teaching and a wealth of extra-curricular activities to develop the Learner Profile attributes in our pupils through a unique education filled with exciting, challenging, and enjoyable experiences. Today, we continue our proud tradition as a Grammar School serving pupils within the local community and actively promoting the wonderful opportunities we can offer to local children and their families.

SUMMARY JOB DESCRIPTION

The role of the Science Technician is as follows:

- to assist in ensuring that a safe, effective, and efficient laboratory technical service is provided for students and teaching staff within the department;
- the trialling of both examination and non-examination practicals to determine that practicals will work in lessons and within the time constraints of a lesson;
- to provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities;
- to ensure the health and safety requirements and that other relevant regulations are adhered to, including the completion and recording of necessary checks and risk assessments;
- Contributing to the overall ethos, work, and aims of the School.

The Science Technician will normally be based on the School site, but may be required to work elsewhere from time to time in order to fulfil his/her responsibilities.

DURATION

The working pattern is 37.5 hours per week from 8.00 am to 4.00 pm Monday to Friday, 39 weeks term time plus 16 days during the School holidays.

SALARY, HOLIDAY ENTITLEMENT, AND PENSION

Salary is paid at Point 8 Full Time Equivalent (FTE) £26,824, Actual Salary £25,513. There are 25 days holiday plus statutory public holidays paid per annum which are included within the salary, this rises to 28 days after 5 years service. Holiday is deemed to be taken within the School closure period. Support Staff at Westcliff High School for Boys are automatically enrolled in the Essex Pension Fund (Local Government Scheme).

LINE OF RESPONSIBILITY

The Science Technician will be directly responsible to the Head of Science.

DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster.

JOB SPECIFICATION:

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Assist the Line Manager in the promotion and observance of a healthy and safe working environment.
- Ensure that staff in the Science Department are aware of and comply with all health and safety requirements and other relevant regulations.
- Ensure that equipment is in good working order and that laboratories, preparation areas, and storerooms are in a clean, safe, and orderly condition, including cleaning sinks and surface areas.
- Prepare, distribute, and clear away equipment, solutions and materials as required within the Science Department.
- Collect and care for insect and plant materials as necessary.
- Carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability, and economy to the Line Manager.
- Provide technical advice and support in the classroom, for example, with practical experiments and resources.
- Under the direction of the Line Manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
- Assist in putting in place provision for practical School and Public Examinations.
- Put up and maintain appropriate classroom and corridor displays within the Science Department.
- Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class, assisting or advising students and staff on the practical aspects of the curriculum.
- Assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Assist in completing equipment and stock inventories as required.
- Collate information and statistics and prepare reports as required by the Line Manager and the Headmaster.

General

- Attend School events as required.
- Invigilate School and Public Examinations and tests as required.
- Undertake first aid training and responsibilities as required.
- Keep up-to-date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Attend relevant meetings and training sessions.

Desirable Aptitudes

- Excellent communication skills.
- Good standard of numeracy and literacy skills.
- Ability to proficiently use computer software.

All staff are responsible for promoting and safeguarding the welfare of students at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement and Learner Profile. Job Descriptions are subject to annual review.

Applicants should complete a Support Staff Application Form and send to vacancies@whsb.essex.sch.uk.




Should we receive sufficient suitable applications for this position at an earlier point in the process, we reserve the right to close the advertisement early.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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