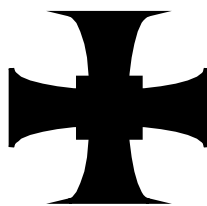


# Trinity School, Carlisle



## Job description

### Science Technician

#### **Job Purpose**

Under the instruction/guidance of senior technician staff, providing specific curricular support to staff and pupils in the teaching and learning of science that meets Health and Safety standards, including preparation and maintenance of the resources.

#### **Main Responsibilities**

- Creating and maintaining a purposeful, orderly and productive working environment which is also healthy and safe and reporting all health and safety concerns to the appropriate person in accordance with school policy;
- Timely and accurate preparation of specialist equipment, resources and materials as required by staff and the curriculum, including obtaining materials by local purchase under the direction of senior staff;
- Maintaining records relevant to the specific curriculum area;
- Undertaking clerical and administration tasks relevant to the specific curriculum;
- Maintenance of specialist equipment, checking for quality and safety and undertaking repairs and modification reporting other damage to senior staff;
- Maintaining a current knowledge of health and safety requirements, including attending courses as required;
- To work collaboratively with colleagues to protect and safeguard students;
- To undertake such other duties connected with the post as may reasonably be requested.

## **Organisation**

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times