

Moon Hall School, Reigate

Science technician

May 2024

mainstream curriculum, coeducational, 7-16 years



Summary of the Role:

Job Title:	Science technician, senior school, Years 7-11
Responsible to:	Executive Headteacher and Head of Department
Hours:	Zero Hour Contract
Salary:	Competitive, commensurate with qualifications and experience

Job Purpose: To ensure effective provision of materials, equipment, and other resources for Science lessons, to facilitate the provision of high-quality educational experiences to students, thereby reflecting the policies, aims and values of Moon Hall School.

Key Responsibilities:

Curriculum

- Provide the appropriate technician support to teaching staff across Key Stage 3 and 4 ensuring a proficient, precise, and prompt service is always maintained
- Ensure the efficient preparation and organisation of materials and equipment for lessons is prepared to meet timetable requirements and teacher instruction, setting out in the room as necessary
- Set up and test if necessary, demonstrations and experiments to ensure they work satisfactorily and construct and modify laboratory apparatus as required
- Ensure equipment is fit for purpose and arrange for servicing of equipment as necessary undertaking minor repairs where possible; explore opportunities to develop or incorporate new resources.
- Clean equipment and laboratories after each lesson and keep the preparation rooms in an orderly, hygienic manner
- Assist teaching staff in the classroom to maximise lesson contact time with pupils and pupils to maximise the use of their lesson times
- Ensure the safe usage of the laboratory and work with the Science staff to support the smooth running of all aspects of the department
- Maintain a safe and efficient method of storing equipment and materials. Carry out stock checks as required and source materials from suppliers
- Ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- Follow Health and Safety guidelines in the use and storage of chemicals (COSHH) regulations and follow guidelines set out by CLEAPSS
- As requested by teaching staff, prepare appropriate risk assessments updating as change occurs within the Department or to Health and Safety legislation
- Prepare and utilise ICT resources to support pupils learning

- Liaise with other departments/schools re use of additional/specialist equipment.
- Undertake administrative tasks as required
- Take responsibility for own continual professional development and setting of personal targets

Liaison

- Liaise with the Head of Department and qualified dyslexia staff to ensure an understanding of the learning needs of each pupil
- Support cross curricular programmes of work in particular Maths and ICT and the preparation of equipment and materials that may be required
- Support and cooperate with the Executive Headteacher, Leadership Team all colleagues and external education authorities
- Liaise with Operational Manager with regards to all Health and Safety matters
- Attend meetings as required by the school

Within the School

- Undertake a share of school duties as may reasonably be requested by the Executive Headteacher; general, administrative, supervisory.
- Attend major school events, promoting the ethos and reputation of the school to pupils, parents, and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy
- Promote and safeguard the welfare of all pupils that you meet
- Maintain high professional standards and maintain positive relationships with colleagues, pupils, and parents

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.