

Dominican College, Portstewart

SCIENCE TECHICIAN JOB DESCRIPTION

POST TITLE: Science Technician (NJC 14-17)

LOCATION: Dominican College, Portstewart

RESPONSIBLE TO: The Principal through designated line manager (HoD and Bursar)

JOB PURPOSE:

To provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

MAIN DUTIES AND RESPONSIBILITIES:

Under the direction of the designated line manager the post holder will be responsible for the following in accordance with appropriate regulations:

1. PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES

- 1.1** Prepare, organise and basic construction of resources for teacher demonstrations and practical examinations. This may include invigilation from time to time.
- 1.2** Set out equipment and materials for class use and remove same when class is complete.
- 1.3** Help with any practicals at the discretion of the teacher(s).
- 1.4** Collect, clean and store equipment and materials in designated storage areas. Ensure items are maintained in a state of 'ready for use'. This will therefore include routine laboratory washing up, cleaning, sorting, organising and checking of science labs and stores.
- 1.5** Dispose of used materials in a safe and approved manner.
- 1.6** Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel including maintenance of the fume cupboards.
- 1.7** Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
- 1.8** Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- 1.9** Attend any training (internal or external) as directed by your line manager(s).
- 1.10** Ensure all equipment, materials and chemicals are stored safely and securely.
- 1.11** Advise on health and safety issues in relation to the science department including conducting and assisting in risk assessments as necessary.

1. ADMINISTRATION

- 1.1** Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- 1.2** Maintenance of an inventory/records of departmental equipment and resources, updated on a continuing basis.
- 1.3** Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

2. GENERAL

- 2.1** Support all staff in ensuring the general safety of pupils.
- 2.2** Assist with evacuation in emergencies.
- 2.3** Feeding and caring for animals.
- 2.4** Any general “greenhouse” work including care of plants and maintenance that may be required.
- 2.5** Help with preparation and assistance of afterschool activities.

3. TECHNICAL STAFF MAY BE REQUIRED TO UNDERTAKE ANY OF THE FOLLOWING DUTIES:

- 3.1** Accompanying staff on field trips.
- 3.2** Such other duties as may be assigned by HoD, the bursar or Principal.
- 3.3** Carry out minor maintenance repairs throughout the department within the competence of the employee.

SCHOOL CLOSURES AND LEAVE

It is a requirement that all annual leave be taken during periods of school closures. Where any exceptional circumstances arise, approval for a member of staff to take annual leave outside these periods will be at the discretion of the College.