



CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
Job Title:	Science Technician Role A	Department:	Science
Salary:	Scale 4	Reporting to:	Lead Technician
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the center of all that we do. We aspire to;</p> <ul style="list-style-type: none"> ● An exceptional 4-19 Catholic education and experience ● Remove all barriers to excellence ● Develop leadership at all levels ● Provide an exceptional spiritual, physical, on-line environment. 			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> ● Uphold and promote the school's Catholic vision ● Support and contribute to the achievement of all students academically and pastorally ● Support and contribute to our responsibility for safeguarding all students ● Undertake professional training to enhance personal development and job performance; ● Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection ● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect ● Share best practice, expertise and skills with others 			
Main Objectives of Role:			
Under the direction/instruction of senior staff, to provide support within the science department, providing technical, practical and administrative assistance enabling teachers to concentrate on the provision of a high standard of science education in line with the National Curriculum.			
Principal Accountabilities:			

- • To prepare all resources/equipment for teaching or for demonstration purposes including making up chemical solutions for lessons as directed within time scales, in order to support learning activities.
- To undertake where appropriate routine maintenance and cleaning of equipment, resources and materials to ensure a safe and orderly working environment.
- To undertake basic stocktaking as directed to assist others with resource monitoring and ordering.
- To clean the equipment/resources/work area after use including chemical/biological spillages, under instruction of senior staff, ensuring own safety and that of colleagues, and pupils.
- To check equipment/resources for safety, reporting any faults/problems/damages to senior staff to ensure that planned learning activities can be undertaken.
- To undertake repairs to equipment within own capabilities if possible, under the direction of senior staff.
- To ensure laboratory equipment is moved and stored safely and securely as instructed in line with Health and Safety regulations.
- Under instruction of senior staff, to ensure that chemicals are disposed of safely, in line with Health and Safety regulations and COSHH guidelines. This may include the safe disposal and safe handling of radioactive materials.
- To be aware of and act in accordance with the school's Equalities Policy.
- To be aware of and act in accordance with the schools' Health & Safety Policy and agreed codes of practice.

All Staff employed at Cardinal Newman Catholic School will:

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Person Specification	
Job Related Education, Qualification and Knowledge	<ul style="list-style-type: none"> • NVQ Level 1 or equivalent in a related subject
Skills and Abilities	<ul style="list-style-type: none"> • Good Numerical Skills • Good Communication Skills
Equalities	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.