



**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Science Technician
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Working Pattern	30 hours per Week / Term time only plus 12 days
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Salary Scale	<p>Scale F £16,781 - £17,772 p.a. pro rata with performance management progression to £20,138 p.a. pro rata Actual starting salary: £15,636 p.a.</p>
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Purpose of the Job	To work under the direction of the Heads of Science/ Senior Science Technician complying with current school policies and Health & Safety legislation and carry out the duties of a Science Technician efficiently and effectively.
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Responsible To	Senior Science Technician
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Responsible For	N/a
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Medium
	Degree of Responsibility for Children	Medium

Conditions of Employment	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching</p>
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Duties & Responsibilities

- To assist with the distribution of equipment and paper work within the Science Department.
- To ensure that equipment is kept clean and in good condition and maintain stock levels in laboratories.
- To carry out minor repairs to equipment as instructed.
- To understand and comply with current safety policies.
- To undertake training, as necessary, in accordance with the school's planned programme and participate in appraisal arrangements.
- Keep work place, prep rooms, laboratories and storerooms tidy.
- Administrative duties.
- To regularly launder protective laboratory coats using the facilities available in the Science Department.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional duties or responsibilities as the school develops and/or the need arises.
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.