



RALPH SADLEIR MIDDLE SCHOOL

Station Road, Puckeridge, Hertfordshire, SG11 1TF

Tel: 01920 821042

Email: admin@ralphsadleir.academy

Ralph Sadleir School: Role Description Support Staff

Title of Post	Science Technician
Grade (including allowances)	H2 (£22737 pro rata)
Reporting to	Head of Science
Starting Date	September 2024
Time/ Hours	18 Hours per week – term time only Mon - Weds

This role description may be modified by the Head Teacher to reflect or anticipate changes which are commensurate with the salary and role title, improvement and expansion plans of the school.

This role description will be reviewed as required.

Personal and Professional Standards

- Committed to safeguarding and promoting the welfare of children and young people, the school expects all staff and volunteers to share this commitment.
- Support the clearly defined aims and ethos of the school.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague.



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Duties Specific to the Post Holder

- To ensure the efficient preparation and organisation of equipment for lessons
- To ensure equipment and laboratories are cleaned after each lesson and any chemical spillage which occurs.
- To maintain a clean and tidy preparation room and store area.
- To ensure safe storage and use of laboratory equipment and chemicals, maintaining lists of preparation room stocks.
- To provide technical and practical support to teaching staff (including in lessons where appropriate) and to assist supply teachers, when necessary, with cover work.
- To liaise with the Head of Science on stock levels and of chemicals/ equipment needed to purchase consumables when necessary.
- To liaise with maintenance staff regarding any gas/ electrical/ water issues which may occur within a specific area.
- To ensure the application of Health and Safety procedures, following guidance from CLEAPSS and to raise awareness of Health and Safety issues specifically in relation to laboratories and prep rooms.
- To complete and maintain Health and Safety training requirements for Manual Handling, Working at Heights etc. and implement procedures accordingly.
- To maintain stocks of plants when needed.
- To carry out administrative duties as required by the Head of Science.



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Knowledge, Skills and Personal Attributes

- Ability and willingness to work in all three-science subject areas.
- An ability to use relevant equipment and technology to an appropriate level.
- Have good numeracy and literacy skills.
- Ability to relate well to students and adults.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Good basic education to GCSE level in English, Maths and Science	x	
Experience		
Experience of working with young people		x
Knowledge and Understanding		
Needs of Young people		x
Understanding relevant policies/ codes of practice		x
Safeguarding		x
Equal Opportunities		x
Skills		
Good numeracy and literacy skills	x	
Effective use of ICT	x	
Ability to relate well to young people and adults	x	
Work constructively as part of a team	x	
Good Organisational and prioritisation skills	x	
Liaise and communicate effectively with others	x	
Help professional staff to achieve their objectives	x	
Demonstrate the ability to learn and adapt from previous experience	x	
Responsible and conscientious approach to Health and Safety	x	