



## JOB DESCRIPTION

**Position: Secondary Science Technician**

**Reports to: Head of the Science Department & Secondary School Principal**

### **Safeguarding:**

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

### **Job Summary:**

Marymount Science technicians provide Science related technical and administrative support to meet the educational needs of students, ensuring they have a safe environment and appropriate resources and equality of access to opportunities to learn and develop. Science Technicians support teachers and students by assisting in preparing the learning environment and during practical work to include carrying out and/or setting up demonstrations and experiments, providing advice to pupils in the development of their tasks. They act as a role model to students by demonstrating good practice: using technical vocabulary and using tools safely and correctly.

### **Duties and Responsibilities:**

- Prepare necessary solutions and equipment for practical experiments;
- Run trials of experiments and demonstrations;
- Tidy up and clean materials and equipment, including breakages and spillages and disposal of waste materials;
- General laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps);
- Liaise with staff over equipment and safety issues;
- Carry out and arrange for maintenance and repair of resources, laboratory equipment and apparatus;
- Stock take and organize the storage of chemicals and equipment;
- Place requisition orders with finance to ensure adequate levels of material and resources;

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- Carry out all safety checks and perform risk assessments of activities, equipment and environment as required;
- Keep up to date with developments in practical science and health and safety legislation;
- Oversee the organization of the work and storage areas and ensure their cleanliness, safety and security at all times;
- Support the teaching staff within the science department to ensure the safe and proper use and maintenance of resources and equipment;
- Act as an integral part of the School staff team, and as such make a contribution to the overall aims of the School, working within agreed policies and procedures.
- Any other duties within the scope, spirit and purpose of the job, as requested by the Secondary School Principal.

### Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

### Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Date: