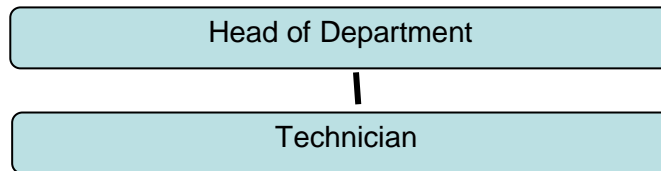




Maiden Erlegh Chiltern Edge Job description

Role	Science Technician	Reports to	Head of Department
Grade	Grade 3, SP5 (FTE £19,312. Actual from £4,376)	Hours of work	10 – 12 hours per week, term time only, plus 2 INSET days
Purpose	To assist in the preparation of materials and equipment for science lessons to ensure smooth and efficient operation.		
Scope	Main contacts: pupils, teachers, support staff	Staff responsibilities: None	Financial accountability: None
Accountabilities	<ol style="list-style-type: none"> 1. Preparation of resources, including assembling and modifying apparatus. 2. Assisting in practical classes & carrying out demonstrations. 3. Obtaining materials by local purchase. 4. Giving technical advice to teachers, technicians and pupils/students. 5. Carrying out risk assessments for technician activities. 6. Keeping up-to-date with Health & Safety requirements and with developments in practical science and giving Health & Safety advice to technical staff, teachers and students. 7. Disposal of waste materials. 8. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. 9. Organising, storing and checking the condition of chemicals and equipment, including checking and returning equipment to stores. 10. Attending department meetings. 11. Setting up and caring for plant and animal collections. 12. Preparing standard solutions, purifying chemicals, treating waste. 13. General cleaning and repair of equipment. 14. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. 		
Personal Attributes	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a Science subject • Knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations • A sense of responsibility • Ability to take initiative and work independently • Ability to work within a team working environment • Excellent communication and interpersonal skills • Ability to prioritise tasks • Confidentiality at all times • A pro-active and flexible approach to work • Decision making skills • A willingness to learn and develop personal skills 		
Special factors	<ul style="list-style-type: none"> • This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations 		

**Organisational
Chart**



Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check

Signed: _____

Date: _____

Post holder