

CHENDERIT SCHOOL

JOB DESCRIPTION

Post Title: Science Technician

Grade: E Point 4

Responsible to: Head of Department - Science

Main Purpose and Object:

1. To work as part of a support team in helping the school in attaining its aims and objectives by providing an effective assistance to all teaching staff in the Department in discharging their curricular responsibilities to students throughout the school, including candidates undertaking special projects as assigned.

Main Objectives:

1. Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff.
2. Preparation of all apparatus for practical lessons throughout the school
3. Ensure that equipment is kept clean.
4. To clear and tidy workplaces and preparation areas after lessons and at the end of the day.
5. Checking and compiling stock lists for chemicals, apparatus and resources
6. Any other duties relevant to the post

VARIATION CLAUSE

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher / Line Manager in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes within the grade and level of responsibility entailed, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities express and implied which arise from the nature and character of the post within the School or in a comparable post in any of the School's other sections or departments.

Signed Dated
(Postholder)

Signed Dated
(Line Manager)