

## JOB DESCRIPTION

<b>Section:</b> Support	<b>Reports to:</b> Science Class Teacher
<b>Job Title:</b> Science Technician	<b>Grade/Salary Range:</b> Bucks Pay 3 £27,310 - £29,295 FTE <b>Pro rata - £23,160.98 - £24,844.41</b>
<b>Working Pattern:</b> 37 hours	<b>Working Weeks per annum:</b> 39

### PURPOSE OF JOB

To take first responsibility for the Science curriculum, and within that provide full technician support to teaching staff, particularly in the preparation and cleaning / clearing of lesson materials.

### MAIN DUTIES AND RESPONSIBILITIES

#### Preparation and Use of Equipment:

- To ensure the efficient and prompt preparation and organisation of equipment and materials for lessons as required
- To ensure safe storage and use of equipment
- To carry out or arrange for the maintenance and repair of equipment as appropriate
- To assist in preparing lesson materials
- To maintain stock levels and assist in ordering items as required
- To organise text books, worksheets, routine filing and photocopying as required
- To support with maintaining the learning environment within their classroom by supporting the teacher and students

#### Clearing & Cleaning:

- To clear equipment and rooms after each lesson
- To clean any chemical spillage when they occur

#### Teaching Staff & Pupil Support:

- To support teaching staff and pupils during lessons
- To set up equipment for demonstrations ready for teachers to use as requested.
- To help to develop new or improved experiments or demos, maintaining accurate records of set-ups to support this
- To liaise with other departments/schools regarding use of additional or specialist equipment

#### Monitor Health & Safety Needs:

- To liaise with caretaking staff regarding any gas/fume problems that may occur
- To ensure the application of Health and Safety procedures

- To raise awareness of H&S issues specifically in relation to laboratories
- To assist in ensuring the safe conduct of pupils in the department.

**Training & Development:**

- To have or to be working towards suitable qualifications for the specific post.
- To undertake any training commensurate with the post
- To review and enhance personal development within the role as appropriate

**MAIN DUTIES AND RESPONSIBILITIES – OTHER**

To carry out duties in accordance with the Academy's values, mission and vision.

Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

All staff have a responsibility to promote the safeguarding of children and young people.

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus / Line Manager, without changing their general character or the level of responsibility entailed.***