



## Job Description

# Science Technician

<b>Responsible to:</b> Head of Science	<b>Grade:</b> 5
<b>Hours:</b> 20 hours per week	<b>Duration:</b> Permanent
<b>Main Location:</b> Faringdon Community College <sup>1</sup>	

**Context :** Preparation of the practical resources needs of the science curriculum. Liaising with teaching staff and support staff within and outside the department whilst assembling, delivering and retrieving any equipment, solutions or apparatus required for practicals in the Science department. Maintaining, repairing and managing such equipment to ensure that the Health & Safety standards and the requirements of the classes involved are met.

### Responsibilities:

#### 1. To prepare practical resources and facilities, provide assistance and advice in meeting the practical needs of the science curriculum.

- Prepare resources and assemble apparatus on a daily basis.
- Prepare chemical solutions as required, according to cleapss guidelines
- Make and repair apparatus as necessary
- Obtain materials by local purchase when required
- Photocopy worksheets other resource
- Maintain filing systems
- Perform admin tasks such as laminating, photocopying
- Issuing of exercise books, and distribution and collection of text books
- Liaise with teaching staff and support staff outside the department

#### 2. Provide general assistance in the safe storage, transit and accessibility of resources, ensuring stock levels are maintained and future requirements identified.

- Deliver equipment, materials and organisms to rooms on a daily basis
- Collect , check and return resources to stores on a daily basis
- Clean and maintain resources, including minor repairs as required
- Organise and manage chemical storage, handling and disposal on a daily basis
- Care for plants and animals when required.

#### 3. Ensure and promote the maintenance of a healthy and safe working environment by

- Contributing to the assessment, monitoring and review of both Health and Safety procedures and information resources.
- Routinely maintaining and cleaning equipment and prep rooms.
- Organising and storing resources on a daily basis
- Cleaning and maintaining any used equipment on a daily basis
- Disposing of any waste materials in the most appropriate manner with reference to the Health and Safety protocols as required.
- Organizing, storing and checking the condition of chemicals and equipment on a daily basis

<sup>1</sup> Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at <https://faringdonlearningtrust.org/>

#### **4 Furthering students' science and engineering experiences.**

- Preparing for open evening and clearing up afterwards.
- Helping students with practical tasks in lessons.
- Facilitating students' use of the disabled hoist.

#### **5 General**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

*The list of duties in your job description should not be regarded as exclusive or exhaustive.*

*There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*