



**Job description for Science Technician
Grade 6 (point 8)**

Hours: 25 hours per week for 39 weeks (term time plus five days by arrangement)

Lunch: 30 mins per day, unpaid – by arrangement with line manager and dependent upon working pattern

JOB DESCRIPTION – SCIENCE TECHNICIAN	
JOB PURPOSE: To be a successful member of the technician team in Science, supporting the efficient and effective operation of the school and contributing to the success of teaching and learning through the effective support of teaching staff.	
MAJOR AREAS OF RESPONSIBILITY: <ul style="list-style-type: none"> A. To organise effectively the everyday provision of practical work in Science. B. To assist the department in Health and Safety under the advisement of the lead technician C. To assist the science team in organisation and activities which benefit students' learning 	
KEY TASKS: <p>A1: To undertake the preparation, supply and maintenance of the equipment and other resources used for lessons in the department on a day-to-day basis, paying attention to all relevant safety guidelines;</p> <p>A2: To assist in the management of the laboratories on a day-to-day basis to ensure that all are orderly and suitably equipped for teaching;</p> <p>A3: To undertake regular file maintenance activities</p> <p>A4: To undertake the monitoring of stock within an agreed budget, cataloguing resources and undertaking audits as required. Assist in the annual chemical/ equipment inventory check.</p> <p>A5: To create and maintain a purposeful, orderly and productive working environment, maintenance of specialist equipment, check for quality/safety,</p> <p>A6: undertake repairs/modifications within own capabilities and report other damages/needs to the lead technician.</p> <p>B1: To contribute to the monitoring of health and safety in all the science areas, advising the lead technician on concerns;</p> <p>B2: To undertake the safe disposal of biological and chemical materials</p> <p>B3: To complete records of the safe disposal of biological and chemical materials</p> <p>B4: To keep the Science Department area tidy (as part of the "clean desk policy")</p> <p>B5: To undertake twice monthly Health and Safety checks of the department under the direction of the lead technician that will be reported back to the lead technician.</p> <p>C1: To assist teaching staff with demonstrations and experiments as required;</p> <p>C2: To perform other tasks that support the smooth running of the preparation for lessons and the general maintenance of the department under the direction of the Senior technician.</p> <p>C3: To use specialist skills/training/experience to support pupils if able, under the direction of the classroom teacher.</p> <p>C4: To establish constructive relationships with all staff in the department, to support achievement and progress of pupils.</p> <p>C5: Other duties as required</p>	
ADDITIONAL DUTIES <ul style="list-style-type: none"> o It is expected that the post holder will be able to work independently. 	
OUTCOMES. <p>The outcomes that are associated with this role are to work as part of the technician team who:</p> <ul style="list-style-type: none"> o Are consistent in their practice o Share good practice with other team members and other subject leaders o Act as role models in managing clients effectively o Act as role models in demonstrating professional technical support 	

The outcomes associated with the specific role are:

- Effective communication
- A proactive approach to meeting the needs of stakeholders
- An individual and team belief in continuous improvement that is evidence through activity
- Planned and coordinated work schedules
- An ethos where problems are minimised and managed
- Effective teamwork where everyone is treated with dignity and respect

ACCOUNTABILITY:

This position is accountable to the Lead Technician, the Head of Science Faculty, and ultimately the Head of School.

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust (the Trust). Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date