

Northern Education Trust – Job Description



Job Title:	Science Technology Technician	JE Reference	JE025
Base:	Thornaby Academy		
Reports to:	Head of Department	Grade:	Grade 5 SCP 16 - SCP 18
Service responsibility:		Salary:	(£29,572.00 - £30,559.00 FTE) pro rata £26,126.86 - £26,998.88
Additional:		Term:	37 hours, 39 weeks

JOB PURPOSE

- To provide technical management, administration and operations for the science curriculum at Academy

JOB SUMMARY

1. Organising the support services for science teaching in the academy
2. To work effectively as part of a team to ensure that the standards of work is of a high quality and have responsibility for the standards of work within the laboratory and the suitable allocation of tasks and areas of responsibilities
3. To take part in INSET training when required
4. Transportation of equipment between science teaching areas
5. Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary
6. Setting up and testing demonstration experiments and ensuring that they will work satisfactorily
7. Recovery of residues. Preparation of distilled/deionised water
8. Sterilisation of apparatus
9. Care of animals and plants kept for observation and experimental purposes, both in term and during vacations
10. Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous
11. Reporting items for repair, etc. to equipment and services
12. Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the post holder
13. Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens
14. Testing new experiments, and assisting in devising new practical work
15. Assisting in the construction and preparation of the audio-visual aids, and maintaining the AVA equipment used within the science department

16. Become the Radio Active Material Officer
17. Safe disposal of biological and chemical residues and other waste material
18. Inspection, maintenance and correct use of safety equipment
19. Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
20. Being responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories and advising on any improvements which can be made in this respect
21. Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, coordinating common stock between sections
22. Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohols, poisons, flammables, etc.)
23. Ensuring that day to day requests for equipment and other resources ordered are available in the laboratories at the times requested and cleared away at the end of the lesson
24. To understand and apply the requirements of the Health and Safety at Work Act in all situations within areas of work. This will include:
 - Putting out relevant CLEAPPS Hazards when preparing lessons involving the use of hazardous chemicals and warning teachers to seek advice from appropriate sources from appropriate sources
 - Informing responsible authorities when faults are discovered with fume cupboards, gas supply, electrical equipment etc.
25. Support the teaching staff as and when necessary in the demonstration of experimental procedures to small groups or classes
26. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns
27. To comply with the Academy policies and procedures at all times

GDPR

30. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: