

# Hall Cross Academy

## Job Description

Post Title: Science Technician

Section: Science Department

Reporting to: Head of Department

Grade: 5 term time only (37 hours per week, term time plus two weeks)

### Summary of the Post

Working as part of a team and responsible to the Senior Science Technician the post holder will provide technician support in the Science Department. This will be across both sites of the Academy and will cover all Key Stages. The role demands flexibility to meet the requirements of the department and the students.

### Main Duties

To provide technician assistance, including the following:

- Setting up equipment to teaching staff requirements
- Supporting in lessons where appropriate
- Visually inspecting science equipment to meet safety requirements
- Ensuring laboratories meet Health & Safety requirements
- Keeping laboratories clean and tidy
- Electrical testing of all Upper and Lower Site Science equipment ensuring:
  - compliance with regulations with regard to electrical testing;
  - that all electrical equipment utilising 3 pin plugs used in the Academy carries an up-to-date Electrical Test Certificate;
  - that all mains electrical equipment has a current electrical test “passed” sticker before it is used.

*Note: If not already qualified as a P.A.T tester it will be a compulsory requirement to attend the City and Guilds course to gain the qualification*

- Ordering and monitoring of Science Department stationery and consumables
- Ordering, monitoring and disposal of Science Department equipment
- Provide first aid to students, staff and visitors as required
- Attending CLEAPPS or similar training courses for Microbiology, chemical handling, microscope care etc

- Undertaking Science Department audit
- Carrying out repairs to Science Department equipment within Academy parameters
- Any other duties as required which are commensurate with the grading of the post

The nature of the role demands flexibility with regard to the needs and demands of the Academy.

The Postholder's duties must be carried out in compliance with the Academy's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health & Safety at Work Act (1974) and subsequent Health & Safety legislation.

The duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake reasonably determined duties and responsibilities commensurate with the grading of the post.

**Hall Cross Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**