Job Description

Job title: **Science Technician**
Reports to: **Head of Department**
Location: **Hayesbrook Academy**

Job purpose

To provide technical support to the work of the teachers in the Science Department and to enable the smooth running of the subject in general and by ensuring that apparatus is operating properly and safely for the use in practical Science lessons.

General responsibilities

- Helping to set up and design the Science preparation room and classrooms
- Carrying out risk assessments for practical and technical activities
- Preparing necessary solutions and equipment for practical experiments
- Maintaining, repairing and taking inventory of apparatus
- Liaising with staff over equipment and safety issues
- Running trials of experiments and demonstrations
- Clear away, wash and clean apparatus/equipment used for demonstration purposes
- Taking an active part in laboratory demonstrations
- Ordering resources and keeping budgets
- To support with the department's photocopying and filing
- Keep clean, tidy and safe and ensure the maintenance of bench tops, fittings and, where necessary, other equipment within the area of responsibility
- Ensure that all health and safety procedures are understood and followed correctly
- Any other reasonable duties as required

Person Specification

- GCSEs at 'C' grade or above or equivalent
- Previous experience in a similar field
- Ability to organise own time to ensure that resources are available when required.
- Ability to work to tight deadlines and be flexible in supporting other staff
- Ability to work effectively as part of a team
- Good interpersonal skills
- Ability to communicate well with all Science personal
- Willingness to lend a hand in the wider community where needed.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.