

**Job Title:** Science Technician

**Reporting to:** Head of Science

**Grade:** 4

### **Overall purpose of the post**

Support teaching and learning in the Science Department on a day to day basis.

### **Main duties and responsibilities**

- Organise apparatus and resources prior to lessons, including the construction, preparation and checking of any specialist equipment;
- Assist with the duties of absent colleagues and ensure work left by absent teachers is delivered to the classroom as well as any other resources prior to the start of the lesson;
- Assist with overseeing the storage and replacement of resources required for the delivery of Science;
- Assist teaching staff as required in the demonstration of practical work;
- Ensure the safety of equipment, laboratories and preparation areas. This includes;
  - Annual testing of science apparatus;
  - Daily visual checks of gas, electricity and water supplies and turning them off at the end of each day;
  - Safe storage of hazardous apparatus;
  - Monitoring and maintenance of hazardous sources.
- Maintain accurate inventories of departmental resources;
- Assess future stock requirements and place orders as required for departmental resources and stationery;
- Carry out routine maintenance and minor repairs within the department;
- Clean and remove apparatus at the end of each lesson;
- Review and re-organise the storage of apparatus on a regular basis;
- Take an active role in ensuring all Health and Safety procedures are met;
- Ensure department adheres to relevant guidance and procedures;
- Participate in appropriate meetings relevant to the above duties.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- 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;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the academy.