

## Job Description

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**Job title:** Science Technician  
**Reports to:** Director of Learning - Science  
**Location:** The Leigh UTC and Inspiration Academy

### General responsibilities

- Prepare and deliver practical resources to laboratories for teaching
- Checking and maintaining stock levels and making orders where appropriate
- Liaise with teaching staff to discuss equipment requirements
- Run trials of experiments prior to classes and then demonstrate techniques for experiments to staff
- Maintain and repair equipment and laboratory apparatus
- Assist with the record keeping of teaching staff
- Ensure that equipment is properly cleaned and that chemicals and other materials are appropriately stored
- Maintain records and replenish stock levels of equipment and consumables for teaching science as required
- Support the work of teachers in class and laboratory sessions
- Deliver demonstrations to students, in conjunction with teaching staff
- Give technical advice to students
- Work with individual students and support them on research projects
- Ensure that all health and safety procedures are understood and followed correctly
- Carry out any other appropriate task set by SLT
- Undertake invigilator support for external assessments as required

### Professional Values and Practice

- To support the UTC's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the UTC
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the UTC premises and when engaged in authorised UTC activities elsewhere
- Contribute to the effective running of the UTC

### 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.