

## Job Description

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**Job title:** Science Technician

**Main purpose of job:**

The core purpose of the Science Technician is to seamlessly facilitate high quality teaching and learning of students of all ages and abilities within the Science Faculty.

**Faculty:** Science & Technology

**Location:** The Ongar Academy

**Position reports to:** Head of Faculty -  
Science & Technology

**Position is responsible for:** N/A

**Length of contract:** Permanent

**Salary:** Fixed Scale Point 6

### Key Responsibilities and Accountabilities

**Main Duties:**

**Key Responsibilities**

- Preparing practical work and equipment for both KS3 and KS4 Science lessons.
- Maintaining and managing laboratory equipment, including the organising, storing and inventory of chemicals and other scientific materials.
- Keeping workspaces within the preparation room organised, tidy and safe.
- Ordering and managing resources within a budget, in conjunction with the Head of Faculty.
- Adhering to health and safety regulations.

**Ethos and environment**

- Ensuring a consistent ethos in line with The Ongar Academy Code of Practice.

- Ensuring that the quality of appearance and order of teaching areas are of a high standard.
- Adhering to health and safety procedures.

#### **Staff development**

- Participating in staff development activities.
- Taking opportunities to develop own skills and understanding.

#### **Other activities**

- Participating in meetings arranged for any of the purposes described above.

#### **Whole school**

- Contributing to extra-curricular activities.
- Participating in whole academy planning and developments through working parties and groups.

#### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**