

Headteacher: Martin Haworth

Science Technician: Job Description

<u>JOB TITLE</u>	Science Technician (0.5 FTE)
<u>SCALE/SALARY</u>	Grade 4
<u>RESPONSIBLE TO:</u>	Headteacher, Deputy Headteachers, Head of Faculty, Deputy Head of Faculty

JOB PURPOSE

To provide vital support for the provision of practical elements of learning in KS3 and 4 in all 3 science subjects. The duties will include preparation of materials, equipment and chemicals for lessons, maintenance of relevant machinery and equipment, constructing science apparatus and stock control. This is a varied role and would suit someone with laboratory experience and who is looking to develop their career as a technician. Training will be provided for the right candidate.

MAIN CONTACTS

Deputy Headteachers, Heads of Faculty, Teaching Staff, Support Staff and Students.

Duties and Responsibilities

1. To ensure the timely and accurate preparation and deployment of materials and equipment, as required by teaching staff for the teaching of the subject.
2. To ensure that science teaching areas are prepared and serviced in readiness for lessons.
3. To ensure that all apparatus and equipment from the teaching areas are cleared away when the lessons are completed, and ensure the teaching area is ready for the next lesson.
4. To ensure that apparatus/glassware is cleaned and stored away after use.
5. To provide specialist advice and guidance as required to other technicians from within the team.
6. To provide specialist support to assist the science teachers in delivery of their lessons in teaching areas, as and when required.
7. To ensure the safe and secure storage, handling, movement and disposal of all chemical and biological substances

8. To contribute to the planning, development and organisation of systems, procedures and policies within the Science Faculty.

9. To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

10. To ensure the safe and secure storage of materials and teaching resources, ICT and AVA equipment.

11. To assist with monitoring, managing and the ordering of stock within an agreed budget, cataloguing resources and undertaking audits as required, ensuring that the science stock is kept fully up to date. This may require personal shopping visits for resources.

12. To ensure the cleanliness and tidiness in the teaching and preparation areas, in accordance with health and safety practices, and carry out health and safety checks in all teaching and preparation areas as required.

13. To be aware of COSHH and health and safety regulations, and bring to the attention of the Head of Faculty any areas of concern that may arise.

14. To assist with the training of other technicians in the faculty.

15. To be aware of new developments in areas of science and new equipment, and assist staff in the assessment and evaluation of new equipment needs prior to the developments of new expanded courses

16. To help prepare and cost, lists for requisition/orders

17. To undertake other reasonable duties as may be determined by the Headteacher.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.