Job Description

**Science Technician**

**Salary Range:** Grade F Spinal Point 20

37 hours per week – Working 39 weeks per year

**Responsible to**: Headteacher, under the day to day management and leadership of the Science Curriculum Team Leader

**Core Purpose:**

To support the teaching and learning in the Science Department where much of pupil and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials including the preparation and support of experiments by providing effective and efficient technical assistance.

**Key Accountabilities:**

* Prepare and set up equipment and materials required for demonstrations and class practical work, including assembling apparatus; delivering equipment and paperwork; collecting, checking and returning equipment to stores.
* Taking care of equipment and apparatus including routine checks.
* Carrying out minor maintenance and notifying line manager of need for major repair of equipment.
* Keeping work place/ prep room/ laboratories/ workshops/ and storerooms tidy.
* Test and monitor stock and equipment used for teaching and learning.
* Undertake constructional work including making of ancillary equipment for teaching aids.
* To ensure all Health and Safety requirements are adhered to.
* Maintain teaching areas to current Health and Safety standards, including the checking of equipment and routine maintenance.
* Demonstrate the operation of equipment to members of staff where this requires the application of acquired skills and trialling practical activities if necessary.
* Assessing risks for technician activities.
* To clean away and wash any equipment or work areas used for demonstration purposes.
* To unpack and check receipt of any stock deliveries.
* Undertake display work according to the needs of the Academy.
* Participate in training for the range of work undertaken within the Academy’s Support Team.
* Undertake duties to support the range of work undertaken within the Academy’s Support Team.
* To inform the Curriculum Team Leader Science of regular stock audits of materials and advise on restocking of materials for purchase.
* Maintain an updated record of budget spent and remaining balance after purchases.

**Other responsibilities:**

* Act at all times as an ambassador for the Academy in a manner which upholds its Christian values and ethos and to model behaviour consistent with the Academy’s standards and aspirations.
* Take an active role in the Academy’s pastoral care of pupils and fulfil a pastoral and mentoring role.
* Foster good relationships with parents and the wider community.
* Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled.
* Demonstrate a commitment to personal professional development.
* Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities.
* Carry out such other duties as may reasonably be assigned by the Headteacher.
* Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed.