

**Job Description**

Job Title: Science Technician (Job Share)

Salary: PA09 - £19,086 - £20,091 FTE (Reduced for part time working)

Responsible to: Principal / Heads of Department

Direct Supervisory Responsibility:

Indirect Supervisory Responsibility: None

Important Functional Relationships: Internal: Teaching and support staff, pupils, Head of Department, Principal, School management team, School staff

External: Parents, Governors, Suppliers of goods and services.

**Main Purpose of Job:**

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the Academy. To assist the respective Heads of Department in securing an environment in which pupils can safely pursue investigative practical work, and effectively learn the more complex aspects of the subject area.

**Specialist Tasks:**

1. To assist the Head of Department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
2. To prepare materials, equipment and teaching aids for classroom use, at the direction of the Head of Department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
4. To oversee the work of small groups of students engaged in practical tasks, as requested by the teacher or Head of Department and under the supervision of the classroom teacher.
5. To assist with exhibitions, demonstrations and displays as requested.
6. To assist the Head of Department in the assessment, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, liaising with the Site Manager and communicating health and safety procedures to all staff and students undertaking activities within the department.
7. To provide care for the animals within the department.
8. To supervise students assigned to the department as part of their work experience programme, under the direction of the Head of Department.
9. To contribute to the design, development and maintenance of specialist resources and / or long term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
10. To prepare specialised tools / equipment / materials / resources within the department (as qualified).
11. To check and test equipment routinely to ensure its good, safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder’s skills and training. To recommend any necessary repairs or arrange further maintenance for equipment / material to the Head of Department. To order stock and check deliveries of stock when received as directed.
12. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
13. To advise members of the staff and pupils on particular hazards and requirements in the use of equipment / materials / experiments in line with COSHH / Safety / CLEAPPS guidance. To remain aware of current safety guidelines and legislation.
14. To ensure the safe treatment and disposal of used materials including hazardous substances. To respond to actual or potential hazards appropriately.
15. To keep up to date with the latest developments in practical science.
16. To prepare standard solutions etc. purifying chemicals, treating chemical waste etc.
17. To organise the storage of chemicals, including ensuring a system of quality checking chemicals and equipment.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Pool Academy (Equal Opportunities Policy / Code of Conduct), national legislation (Health and Safety, Data Protection).
19. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
20. To be responsible for your own continuing self-development, undertaking training as appropriate.
21. To undertake other duties appropriate to the post as required.

**General Administrative Duties:**

1. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
2. To operate a system of stock control, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment / material requirements to the Head of Department. To order stock and check deliveries of stock when received as directed.
3. To assist with the day to day organisation and development to ensure that essential performance standards are achieved.
4. To attend department meetings as required.

Prepared by: Pool Academy

Date: July 2018