



THE HIGHCREST ACADEMY JOB DESCRIPTION

SCIENCE TECHNICIAN

You will be accountable for the provision of technical, electrical and administrative support to science teachers. You will help teachers to deliver better lessons and improve the learning of pupils.

You will be responsible to: Business Manager via Head of Science who is direct line manager.

Main Duties and Responsibilities:

- To abide by the guidance given by CLEAPSS in relation to:
 - Practical Science
 - Health and Safety
 - Risk Assessment
 - Sources and Use of Chemicals
- To prepare materials and equipment for class use, ie, demonstrations, experiments, examinations and assessments by pupils
- To be responsible for the proper maintenance, cleaning and storage of materials, equipment and apparatus
- To ensure that equipment, apparatus, tools and machines are kept in good order and repaired, serviced or replaced when necessary
- To ensure the general security of materials, chemicals, equipment and apparatus in the laboratories and in the preparation rooms
- To carry out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections
- To liaise with suppliers, maintenance engineers and representatives on behalf of the Head of Department
- To ensure that work is undertaken in accordance with relevant Health and Safety regulations, undertaking appropriate training to ensure knowledge is kept up-to-date
- To undertake training relevant to the area of expertise, eg, electrical testing, risk assessment

- To ensure that the laboratories and preparation rooms are maintained in a clean, tidy and safe condition
- To care for plant and animal resources within the Department
- To be responsible for maintaining adequate stocks of consumables, re-ordering, checking deliveries, records of expenditure and undertaking annual stock checks
- To be responsible for departmental filing
- To prepare materials for teachers and/or pupils when required for class use, ie, demonstrations, experiments, examinations and assessments
- To assist, when necessary, in a teaching situation or demonstration
- To assist, when practicable, with extra-curricular clubs
- To assist with the setting up and maintenance of displays within the curriculum area, in laboratories and corridors
- To undertake other clerical, administrative or technical tasks which fall within the purview of the post as directed by the Head of Department or Business Manager
- To participate in the Academy's performance appraisal system

The duties of this post may vary over time as the needs of the Department change.

The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.

All successful applicants will be required to complete an electronic DBS form and will not be able to start their employment until the Academy has received DBS clearance.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: