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| **Post Title:** | **Science Technician** |
| **Job Purpose:** | Working under the direction of the Senior Science Technician and the Science team to support staff and students in the delivery of effective practical work through the management, maintenance and administration of materials and resources in accordance with the relevant MAT policies and statutory legislation |
| **Responsible to:** | Senior Science Technician |
| **Responsible for:** | Coordinating the use of practical resources and facilities and providing assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. |
| **Liaising with (Working Relationships):** | Academy staff  Senior Science Technician  Science staff  External agencies  Students |
| **Hours of Work:** | Term time  37 hours per week |
| **Grade and Range of Post:** | Scale D (10-13) |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | * Preparing resources and assembling apparatus * Obtaining materials, monitor and maintain necessary stock levels * Give technical advice to teachers and students * Assist in practical classes and carry out demonstrations |
| **Operational Planning:** | To assist with the planning of practical lessons |
| **Service Provision:** | * Ensure that statutory safety regulations and safe practice is complied with * Daily and weekly laboratory servicing, inspections and cleaning * Practical preparation * Setting up, testing and demonstrating practical equipment to ensure that students gain the most from the science lesson * Maintain stock control and order system * Maintaining laboratory documentation including work sheets, hazard data and legal records |
| **Service Development:** | Liaise with teaching staff to develop new practical ideas and advise on schemes of work  Develop new systems in the laboratories and preparation rooms to improve the technical support service  Keep up to date with current procedures and practices through continuing professional development |
| **Staffing and Staffing Development:** | None |
| **Recruitment / Deployment of Staff:** | None |
| **Quality Assurance:** | Under the overall guidance of the Senior Science Technician ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard |
| **Management Information and Administration:** | Assist in maintaining accurate records for the Department in accordance with statutory legislation |
| **Communications:** | Deal with enquiries from staff through email, telephone and verbal and relay messages to staff within the department where necessary |
| **Marketing and Liaison:** | Ensure that a positive impression of the Academy is given at all times. |
| **Management of Resources (Other than People):** | Be responsible for the management, maintenance and administration of all materials and resources within the Science Department |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the Academy  To support students with medical conditions as required.  To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Director of Learning or Principal |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | March 2017 |