



Job title:	Science Technician
Reports to:	Head of Science
Responsible For:	N/A
Hours:	40 hours per week Monday to Friday, term time only plus 3 weeks and INSET
Salary:	£14,423 (£18,292 Full Time Equivalent)

Job purpose

To undertake duties in support of the work of the teaching staff in the science department. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Duties and responsibilities

You will be required to attend inset training days throughout the year, these are notified well in advance and may occur at the beginning or end of a holiday period, these are included in your salary.

Science Technician Duties

- Assisting the senior technician as required in their role of providing support to the science teaching staff.
- Preparing equipment ordered by science teachers.
- Cleaning and maintenance of science equipment.
- Reporting any breakages, stock shortages or equipment malfunction to the senior technician.
- Being aware of current requirements with respect to Health and Safety, and keeping up to date with any new developments.
- Liaison as required, through subject teachers, Sixth Form students about equipment needed for the internally assessed practical investigations.
- Preparation of solutions, specimens and any other equipment for experimental work etc. as required by science staff.
- Assistance with preparations for Open Days, and attendance as necessary.



- Photocopying and collation of exam papers and worksheets as required for individual lessons.
- Filing of Science Department resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

Benefits

- Free staff gym for use during off duty periods, following the gym use protocol
- Annual free family summer barbecue
- Annual free black tie Christmas Ball for staff and a guest.
- We enroll all our employees in the Workplace Pension Scheme

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.

Breach of confidentiality is a gross breach of discipline
