



Job description for Science Technician

Line manager:

The postholder will be responsible to the Head of Science

Core responsibilities and duties:

- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science department.
- To repair, maintain and store equipment in order to guarantee safe and effective upkeep.
- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved.
- To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- To liaise with the senior caretaker to ensure all necessary equipment is PAT tested annually.
- To lead on the production of an inventory of equipment and stock control in order to maintain a supply of equipment for teaching use.
- To advise the Head of Science on equipment required and order stock as directed by the Head of Science so that resources are adequate for lessons.
- To order, receive and check deliveries of supplies, in line with the school's financial procedures, to ensure accuracy from suppliers.
- To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff.
- To support students in the classroom environment to assist in the learning process where appropriate.
- To liaise with equipment providers and the finance department to ensure good quality provision and value for money.
- To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice.
- To carry out other reasonable duties as requested by the Head of Department or the Headteacher.

