

## Job Description

<b>Job Title:</b>	Science Technician
<b>Department/Group:</b>	Teaching & Learning Resources Team
<b>Hours of Work:</b>	Monday – Friday, 9am – 3:30pm (30 minutes break) 30 hours per week, Term Time Only (38 weeks)
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Purpose of Post:</b>	
To support the Science Department in its commitment to ensure that all pupils achieve their full potential.	
<b>Tasks, Duties and Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. To abide by the guidance given by CLEAPSS in relation to: <ul style="list-style-type: none"> <li>• Practical Science</li> <li>• Health and Safety</li> <li>• Risk Assessment</li> <li>• Sources and Use of Chemicals</li> </ul> </li> <li>2. To prepare materials and equipment for class use e.g. demonstrations, experiments, examinations and assessments by students.</li> <li>3. To be responsible for the proper maintenance, cleaning and storage of materials, equipment and apparatus.</li> <li>4. To ensure that equipment, apparatus, tools and machines are kept in good order and repaired, serviced or replaced when necessary. Reporting faults to the Senior Technician.</li> <li>5. To prepare apparatus, materials and solutions and set up/check equipment and apparatus for use in practical classes. Set up and clear away demonstrations. Retrieve and clear away apparatus.</li> <li>6. To ensure the general security of materials, chemicals, equipment and apparatus in the laboratories and in the preparation rooms.</li> <li>7. To carry out routine and ad-hoc safety checks on equipment, as required, and keep a record of all inspections.</li> <li>8. 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 and in accordance with the school policy.</li> <li>9. To undertake training relevant to the area of expertise, e.g. electrical testing, risk assessment</li> <li>10. To ensure that the laboratories and preparation rooms are maintained in a clean, tidy and safe condition.</li> <li>11. To care for plant and animal resources within the Department.</li> </ol>	

12. To be responsible for maintaining adequate stocks of consumables, reordering, checking deliveries, records of expenditure and undertaking annual stock checks.
13. To be responsible for departmental filing.
14. To prepare materials for teachers and/or pupils when required for class use, e.g. demonstrations, experiments, examinations and assessments.
15. To assist, when necessary, in a teaching situation or demonstration.
16. To assist, when practicable, with extra-curricular clubs.
17. To assist with the setting up and maintenance of displays within the curriculum area, in laboratories and corridors.
18. To undertake other clerical, administrative or technical tasks which fall within the purview of the post as directed by the Head of Department.
19. To participate in the Academy's performance appraisal system.
20. To be responsible to the Senior Science Technician as a member of a team providing technician support to the Science Department.
21. To maintain stock levels, notifying the Senior Science Technician of shortages. Assist in the general administration of the department, ordering materials as necessary after consultation with the Senior Science Technician.
22. To dispose of waste laboratory materials as directed, in accordance with established guidelines.
23. To carry out computer/word processing work as required, e.g. work sheets, student data, examination documentation, etc.
24. To undertake other appropriate technician duties as requested by the Senior Science Technician and other members of the Science Department. This may involve work in any area of the department or site, or in other schools in the Multi Academy Trust.
25. To be part of a team providing support in the Welfare department as required.

**Contribution to the whole life of the school:**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.

**Line Management:**

All Associate Staff will be line managed by the Head of their Department and Managed by the Director of Business.