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| **Job Title:** | Science Technician |
| **Working Hours:** | 37 hours per week, term-time plus insets, plus 2 weeks during school closure  8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm on Friday  (30 mins unpaid lunch break) |
| **Department:** | Science |
| **Reports to:** | Senior Science Technician / Science Subject Leader |
| **Responsible for:** | N/A |
| **Number of Posts Supervised/Managed:** | N/A |

**1. Purpose of the Job**:

* Assist with the setting up, preparation and clearing away of materials, equipment and chemicals for classroom lessons.
* Assist teaching staff with exam classes, demonstration lessons, practical lessons and assessments.
* Provide technical support to staff and pupils, and ensure the safe use of materials, equipment and chemicals.
* Assist with the maintenance of equipment and materials.
* Ensure that work areas are tidy and clean.
* Assist with providing supportive work experience placements for pupil and adult colleagues, in liaison with the Senior Science Technician.
* Assist the Senior Science Technician / Science Subject Leader as and when required, and as specified by the Senior Science Technician / Science Subject Leader.

##### **2. Main Activities:**

**Classroom Support**

* Provide support for teachers and pupils in lessons i.e. prepare, set up and clear away materials and equipment.
* Assist teaching staff by providing support to pupils in exam classes, demonstration lessons, practical lessons and assessments.
* Under supervision, assist with the safe preparation of hazardous substances including chemical, microbial and animal waste in accordance with established guidelines and regulations.
* Prepare basic mixtures and/or compounds for either demonstration purposes / practical lessons or pupil use and distribute (and collect at the end of the lesson) any lesson materials and equipment.
* Assist in setting up and assembling equipment for exam classes, demonstration lessons, practical lessons and assessments.
* Assist in putting out and returning to storage pupils’ work if necessary.
* Assist teaching staff in the technical development of lesson plans, as and when required.

**Cleaning & Maintenance**

* Assist with maintaining hygienic working conditions ensuring that all work areas, are clean and tidy.
* Support the teaching staff and pupils by ensuring that health & safety standards in the Science rooms are upheld and adhered to.
* Assist with the safe disposal of hazardous substances including chemical, microbial and animal waste in accordance with established guidelines and regulations.
* Ensure the safe disposal of chemicals, materials and any damaged equipment in accordance with established guidelines and regulations.
* Clean and maintain materials, and equipment including health & safety equipment.
* Assist with checking that the Science department equipment is in full working order.
* Assist with making arrangements for maintenance and repair services to equipment.
* Share responsibility with other staff in the Science department (and in liaison with the site team) to ensure the maintenance of services and fittings in the science laboratories.
* Ensure that materials and equipment are safely stored; ensure that any issues are reported to the Senior Science Technician.
* Assist with shopping in the local area/local suppliers for small quantities of items/materials for the department.
* Ensure that equipment and materials for each room are replenished and maintained in liaison with the Senior Science Technician.
* In liaison with the Senior Science Technician, assist with ordering and receiving stock. Take part in stocktaking.
* Maintain stock records and ensure that catalogues and user manuals are filed appropriately.

**Other**

* To assist with caring for plants and / or animals for the department.
* In liaison with the Senior Science Technician contribute to the planning and organisation of systems in the Science rooms.
* Under the guidance of the Senior Science Technician, keep up to date with relevant health & safety information, statutory regulations and technical knowledge.
* Assist the Senior Science Technician / Subject Leader in organising school events i.e. open evenings, parents’ evenings and showcase events.
* Assist with the preparation of work for display, including cutting and mounting of work.
* Attend the Science department meetings as requested.
* Assist with school/department educational trips and visits as requested.

**3. Statutory Requirements:**

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

**4. General Accountabilities and Responsibilities:**

* Comply at all times with the School’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
* Undertake a proactive, committed approach towards the School’s values and ethos.
* Comply with the competencies and standard requisites agreed by the School as relevant to your post.
* Participate in training and development activities, as and when required, as part of the school’s Performance Management process.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.