****

**JOB DESCRIPTION – SCIENCE TECHNICIAN**

**Purpose of Job:**

To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials.

**Principle accountabilities:**

To ensure the efficient preparation and organisation of equipment for lessons as required.

To clean equipment and laboratories after each lesson and any chemical spillage when they occur

**Duties and Responsibilities**

* To ensure the efficient preparation and organisation of equipment for lessons as required
* To clean equipment and laboratories after each lesson and any chemical spillage which occurs
* To ensure safe storage and use of laboratory equipment
* To support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment
* To assist in preparing lesson materials in other departments from time to time
* To liaise with other departments and schools regarding the use of additional or specialist equipment
* To refer stock requirements to the Senior Science Technician
* To undertake routine photocopying as required
* To liaise with maintenance staff regarding any gas/fume problems which may occur
* To ensure the application of Health & Safety procedures and to raise awareness of Health and Safety issues specifically in relation to laboratories
* To undertake any training commensurate with the post
* To assist in ensuring the safe conduct of students in the department
* Maintenance of laboratories

**General**

* To undertake any training commensurate with the post.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy
* The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out occasional appropriate duties within the context of the job, skills and grade.