**JOB DESCRIPTION – Science Technicians**

**JOB TITLE:** Science Technician – Level 2

**GRADE:** 5

**SALARY RANGE:** Points 14 - 17

**WORKING YEAR:** Term time only

**Hours:** 35 hours over 5 days

*Conditions of service are those specified by the National Joint Council for Local Government Services*

**GENERAL INFORMATION**

**Support to the Classroom**

* Provision of support services to the teaching staff in organising requirements for their work.
* Create and maintain a purposeful, orderly and productive working environment.
* Preparation of materials to exact specification from stock as directed and clearing away equipment.
* Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
* Assistance to teaching staff with demonstration lessons and practicals.
* Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
* Assisting in the maintenance of safety standards in the departments.
* Set up and try out experiments before lessons, assessments and examinations to ensure that they work.

**Support to the Pupils**

* Assist in development of lesson/work plans.
* Administration of coursework/work sheets tests etc.
* Contribute to the planning, development and organisation of systems/procedures/policies.

### Administration

* Maintenance of stock and breakage records, catalogues and user manuals.
* Assist in the annual audit of stock.
* Ordering, receiving and accounting for new stock and equipment.

### Resources

* Assist with the development of resources.
* Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
* Collect materials from school grounds and local suppliers.
* Prepare and make teaching aids as required.

**Health, Safety and Security**

* Deal with emergencies in classes, breakages and spillages of chemicals.
* Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
* Take care of plants and any animals within the area.
* Maintain and clean any scientific apparatus on an annual basis.
* Check materials and equipment before and after use by class for quantity and damage.
* To be responsible for the safe storage of chemicals and apparatus in accordance with safety procedures.

### Support to School

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.

Any other duties that would reasonably be expected of the post holder.