

Job Description Post: Science Technician

Purpose

To challenge educational and social disadvantage by working with the Head teacher and senior leadership team to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Ensure that a safe, effective and efficient laboratory technical service is provided for use by students and staff.
- Provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Coordinate the use and development of practical resources and facilities within the science department.
- Line management of science technicians including their induction, training, deployment and performance management.
- Ensure that health and safety requirements and other relevant regulations are in place, met and adhered to, including the completion and recording of necessary checks.
- Prepare scientific materials and / or sets of equipment for lessons.
- Coordinate the use of practical resources and facilities and provide assistance / advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- Keep up to date with current procedures and practices through continuing professional development.
- Contribute to the design, development and maintenance of specialist resources
- Check machinery / equipment and ensure cleanliness of materials.
- Manage the stock of materials and equipment.
- Support practical demonstrations in lessons.
- Work with students as appropriate.
- Help to prepare and mount display materials.
- Undertake filing and other appropriate admin tasks.

- Attend regular team meetings with the Science Technician(s) in order to address any issues arising and bring these to an acceptable conclusion wherever possible.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually