



STOVER

Job Description - Assistant Science Technician

Job Purpose: To support the Science Department

Reporting to: Senior Technician and Head of Department

Hours: 3 days per week term time only plus Staff INSET days and Open Mornings/Evenings, etc

Main Duties:

1. Prepare chemicals, samples and apparatus for lessons as requested.
2. Clear away, wash up and put away apparatus and glassware used in Science lessons.
3. Assist teaching staff in setting up equipment and experiments as required.
4. Carry out tests to check reagents and equipment if necessary, maintain, repair and make resources when appropriate.
5. Assist in keeping the Prep Room, Science Laboratories and Store Room tidy and well organised.
6. Attend Science Department meetings when possible.
7. Other tasks as directed by the Head of Science to ensure the smooth running of the Department.

The job description forms the basic requirements of the post and can be updated when required by the Head Teacher in liaison with the staff concerned.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom he/she comes into contact. The post holder must adhere to, and ensure compliance with, the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.

April 2024