

THE VICTORY ACADEMY

Job Description



Post	Science Technician
Grade	TSAT Support Payscale D 37 hours per week Term time plus 10 days
Accountable to	Associate Leader for Science
Accountable for	<ul style="list-style-type: none">• General, practical support in the academy science laboratories and to provide back-up to the science teaching staff.• Setting up and monitoring systems used in the management and control of practical resources, including budgets.• Maintenance and repair of practical equipment• Keeping up to date with health and safety requirements and developments in Science.• Assisting with managing the day to day running of the workshops and extra-curricular activities
Summary	Provision of general, practical support in science laboratories and to provide back-up to science teaching staff. Responsible for setting up and monitoring systems in the management and control of practical resources, including budgets. To keep updated and ensure workings in Science area meeting health and safety requirements and developments within the Science arena. Assist in managing day-to-day running of workshops. Prepare equipment and materials for lessons/examinations/controlled assessments in safe, clean working conditions, for use by teachers and students. Provide practical support for students in science lessons. Assist in practical classes, carry out demonstrations, prepare resources, and assemble apparatus as required. Give technical advice to teachers, pupils/students. Conduct risk assessments for technician activities. Lead on stock control, ordering, etc. Participate in extended services, after school clubs as required.
Key Responsibilities	<ul style="list-style-type: none">• To prepare equipment and materials as requested in clean, safe working conditions, for use by teachers and students.• To provide practical support for students in Science lessons and for less experienced staff trailing practical's ahead of time• To be responsible to the head of science in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

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	<ul style="list-style-type: none">• To support the science department, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.• To give technical advice to teachers, technicians and pupils/students.• To carry out risk assessments for technician activities.• To have responsibility for the promotion and observance of a healthy & safe working environment by:<ul style="list-style-type: none">• actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources;• keeping up-to-date with current procedures and practices through continuing professional development;• the provision of technical advice on health & safety issues to teachers and technical support staff;• the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;• the healthy & safe storage and accessibility of equipment and materials.• To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.• To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.• To be responsible for setting up and monitoring systems used in the management and control of practical resources including:<ul style="list-style-type: none">• leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;• monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;• Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.• To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.• To participate in extended services and after school clubs as required• Provide care and first aid to students and staff (first aid trained/willing to become first aid trained)
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	<p><u>Other</u></p> <ul style="list-style-type: none">• To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community
Community	<ul style="list-style-type: none">• Maintain confidentiality inside and outside the workplace• Understand and apply Academy policies• Support Academy ethos and vision in the wider community

This job description sets out the main duties of the post. Other duties may be assigned by the Principal, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change.