**The Astley Cooper School**

**Job Description**

**Job Title: Science Technician**

**Responsible to: Subject Leader, Science**

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the school’s support staff standards, skills and behaviours.

The main purpose of this role is to provide a comprehensive practical service to the Science teachers within an environment adhering to Health & Safety requirements.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as **Science Technician** are:

Health & Safety

* Keep up-to-date with Health and Safety requirements
* Implement relevant Health and Safety procedures
* Inform subject leader regarding Health and Safety issues
* Provide technical advice and support on any significant safety needs
* Ensure all COSHH regulations are met and risk assessments are in place
* Liaise with CLEAPSS and seek advice as necessary
* Store and dispose of material including chemical, microbiological, and animal waste and radioactive sources, in accordance with Health and Safety requirements

Activities

* Ensure that all practical requirements of the Science Department are met punctually and efficiently
* Set up equipment when required
* Assist in practical activities and demonstrations as appropriate
* Collect all practical resources and return to stores after use
* Monitor stock levels of apparatus, materials and other consumable items and assess trends of usage, in order to maintain adequate stocks as far as is practically possible
* Maintain all the equipment and chemical stock in a clean, safe and serviceable condition, effecting repairs if possible
* Take care of plant life for science use in the greenhouse and classrooms
* Ensure the care and welfare of all animals owned by the science department
* Carry out administrative tasks under the direction of the subject area leader

Other Professional Requirements

* To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
* To adhere to school Health and Safety policy including risk assessment and safety systems
* To adhere to school policy on equality and diversity
* To contribute to the overall ethos/aims of the school
* To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs with in the school and at the direction of the Headteacher.