
Sandringham School

Job Description



Job Title: Science Technician
Accountable to: Headteacher through Director of Learning: Science
Accountable for: Supporting students through teaching and learning
Hours: 15 hours (Term time only)
Salary: H2

Background

The core work of the Science Technician will be driven by the Director of Learning: Science and the Senior Science Technician

Core Accountabilities

- Facilitate the provision, preparation and clearing of resources for practical activities within the Science Faculty, having due regard to safe practice and risk assessments.
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Key Tasks

Practical Support

- Arrange for the provision, preparation and clearing of practical activities within the Science Faculty
- Provide technical and practical support to the teachers (including in lessons where appropriate)
- Maintain stocks of equipment, consumable materials and 'paper' resources through ordering, local purchase, manufacture and repair. Maintain inventory
- Care of livestock and plant resources
- Ensure safe disposal of waste materials
- Maintain preparation laboratory in clean and tidy condition to minimise risks associated with limited work space
- Manage stocks of past papers, fact and work sheets and text books and inventories as requested
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person

Additional Information

- The post holder is required to contribute to and support the overall aims and ethos of the school
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.