**Strood Academy**

# Job Description

**Job Title:** **Science Technician**

**Core Purpose:** Provide a comprehensive technical service to teaching staff in the Science Department.

**Responsible for:** Under the direction of the Principal, the postholder will be responsible for duties covering apparatus and materials for experiments, initiating orders, health & Safety of laboratories and working areas and IT support.

**Relationships**: Working with the Science Teachers under the direction of the Subject Leader.

**Accountable to:** Subject Leader

## Person Specification

- Is reliable and able to complete tasks effectively without direct supervision
- has good organisational skills
- Is flexible and is prepared to take on a range of tasks
- Is able to communicate appropriately with young people and adults
- Is able to work as part of a team, contributing to the work of the Science team
- Is prepared to undergo further training if required

## Job Description

- Provide apparatus and materials and set up experiments, as requested by teachers, in clean, safe and working condition for use by teachers and pupils
- Clear away and clean all apparatus after use, returning materials and chemicals to safe storage, both in preparation for use of laboratory by next class, and to ensure the safety of laboratories, stores and working areas when not in use
- Ensure the proper upkeep of plants, animals and specimens for use in teaching
- Check regularly all apparatus and glassware for safe condition, and repair or arrange its repair; dispose of or arrange the safe disposal of dangerous chemicals and biological waste in order to comply with the Health and Safety at Work Act
- Initiate orders for apparatus and materials, both on a local basis as necessary, and from Supplies Department and outside suppliers, to ensure adequate stocks are always available
- Provide a visual aids service to the Science Department, moving and setting up equipment, recording and playing back tapes and films, ordering and returning films, duplicating materials and cataloguing the tape library, to assist teaching staff
- Monitor the Science Department's apparatus and materials fund, and operate a small float from the BSA fund for local purchases, to ensure the Department works within its agreed budget
- Construct and modify apparatus (such as electrolysis cells, modification of Worcester Circuit boards, construction of special extension leads for use with 3 pin plugs and sockets, etc.) in order to meet the academy's needs within budget
- In addition to laboratory duties the successful candidate will be supporting the Subject Leader with various administrative tasks, including inputting data on ITC therefore knowledge of databases will be an advantage.
- The postholder will undertake additional technical or administrative duties as required

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal. Appropriate training will be offered, as identified and agreed, to assist post holders to carry the role out effectively.

## Acceptance

**Signed (Employee):**_____ **Date:**_____

**Print name:**_____