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**JOB DESCRIPTION**

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| **Junior Science Technician** | |
| **Scale/Salary** | SCP 7 |
| **Hours** | Full-time – 40weeks |
| **Section** | Science Department |
| **Location** |  |
| **Responsible to** | Senior Science Technician |

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| **Main Core Duties:** | **Specific responsibilities will include:**  Specific responsibilities will include:   * To work as part of the team in order to provide a high level technical support service within the Academy’s Science department. * Maintain stock levels ordering equipment / consumable goods or notifying line manager as appropriate * Maintenance of stock records and indexing of goods and materials * To assist with the operation, maintenance and development of administrative procedures relating to technical duties. * To ensure the provision of general support where appropriate to the staff of the Academy. * Issue and receive goods/materials. * Issue and receive equipment maintaining booking system, checking goods both in and out. * Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary. * Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions. * Prepare materials and equipment to support various activities for the individual schemes of work. * Set up equipment in rooms for demonstration purposes as required * Adapt to the changing demands of the Academy curriculum * Prepare standard materials and equipment, chemical solutions and other learning resources and advise on the operation and technique * To have a good understanding of I.C.T and its use within the Science department * To undertake recognised training as necessary in accordance with a planned programme of development. * To ensure a healthy and safe working environment and compliance with healthy and safe working practices. * Keep work places, store areas clean and tidy. * Assist with distribution of goods and equipment * Ensure that equipment / apparatus is kept clean and in good condition. * To undertake any other duties as may be determined after negotiation between management, the post holder and appropriate Trade Unions and commensurate with the grade for the post. |

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| **Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**  **Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.** |

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is subject to an Enhanced DBS Disclosure.**

**How to apply**.

To apply for the role, please email your Application Form and Equal Opportunities Form to [recruitmentdaventry@e-act.org.uk](mailto:recruitmentdaventry@e-act.org.uk)