



## **Job Description**

<b>Job Title:</b>	<b>Science Technician</b>
<b>Salary Band:</b>	<b>Band C, Point 8 – 14, £24,702 - £27,334 pro rata, depending on hours worked</b>
<b>Contract:</b>	Permanent, Part-time (24 hours per week, Monday to Friday 8.30am – 1:45pm (hours negotiable); Term Time plus Inset days (39 weeks per year, 44.7 weeks paid)

### **Overall Responsibility**

The position holder will:

- Provide technical support to teaching staff in the school laboratory, classrooms and preparation area
- Ensure the provision of high quality and timely services to support the delivery of the curriculum
- Ensure that all Health and Safety legislation and policies are adhered to and the promotion and observance of a safe working environment

### **Main duties and responsibilities:**

- Contribute to planning development and organisation of systems and procedures including maintenance of specialist resources;
- Use recipe cards, data sheets and CLEAPSS Hazards, make up solutions to the appropriate concentrations and accuracy taking full notice of the precautions needed;
- Maintain and repair equipment and apparatus or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation;
- Ensure that laboratory, Prep room and classrooms and all equipment used are kept clean, tidy and in a safe condition also ensuring that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation is carried out to the required standard;
- Monitor, stock take and control supplies of stock and inform the Curriculum leader when further supplies are needed. Check goods delivered against orders and carry out inventory checks on a regular basis;
- Obtain materials by local purchase;
- Be responsible for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations,

guidelines and academy procedures and in line with Health and Safety good practice and legislation;

- Ensure the provision and setting up of all equipment and resources for practical sessions and examinations as required;
- Assist in designing of experiments / practicals that fulfil the needs of the curriculum;
- Run and report on results of trial experiments;
- Assist with field trips;
- Assist the Curriculum leader in other duties as appropriate, such as numbering and repairing text books, organising reprographics, assisting at Open Evenings
- To supervise students during lunch and break-times.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Physical Resources**

- All classroom and laboratory equipment within the Academy

### **Pastoral Care**

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Pastoral team

### **Continuing Professional Development – Personal**

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

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.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Principal or the incumbent of the post.