**Band: D (Scp: 6 – 7 ) 36 hours per week, Term Time only (38 weeks p.a.)**

**Reports to: Science Curriculum Co-ordinator**

**Responsibility for: The post holder has one staff member reporting to them. They are not a budget holder.**

**Job Purpose**

To operate in accordance with the requirements of the Governing Body and the Headteacher of the school in a range of duties to support the operation and control of the technical service to the Science Department at KS3, KS4 and KS5 in all Science disciplines.

**Specific Duties and Responsibilities**

**Senior duties**

* Ensure properly maintained records of all orders and supplies through the Academy order system.
* To carry out induction and performance reviews of technicians, ensuring that appropriate training is given as necessary.
* To ensure that statutory records of poisons, inflammable liquids, alcohol and radio-active material are maintained and that all materials are correctly labelled.
* To carry out periodic tests as required by the Trust RPO and CLEAPPS guidance for radioactive sources, supporting the role of the RPS.

**General duties**

* Day to day running of laboratories where departmental structure and organisation specifies particular laboratory responsibilities. Performing duties in an efficient and safe manner to ensure that an effective technical service is maintained throughout all the school’s science laboratories.
* Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes; setting up and on occasion carrying out demonstrations, retrieving and clearing away apparatus. Maintaining general lab tidiness including cleaning.
* Construction development and modification of apparatus and equipment for use in practical lessons and new initiatives.
* Maintaining, repairing and arranging in liaison with the Science Curriculum Co-ordinator the maintenance and repair of apparatus and equipment by outside agencies. Maintaining records as directed.
* Technical advice and assistance to teachers and students, assisting in practical classes as requested and accompanying field trips as requested.
* Maintenance of general laboratory services and facilities; reporting faults to the Science Curriculum Co-ordinator or Premises Manager as appropriate.
* Organisation and storage of equipment, apparatus and materials, including chemicals, in accordance with departmental policy, CLEAPPS and COSHH regulations.
* Maintaining stock levels; ordering stationery and equipment as required. Maintaining technical records and general inventory.
* Specific maintenance e.g. autoclaving, low power electrical equipment, microscopes.
* Managing the specialist procedures designed to ensure the safe issue and disposal of all hazardous substances in accordance with current Health & Safety regulations including radioactive substances/reagents/toxic chemicals, animal/ plant specimens, microbiological substances/cultures, etc).
* Participating in selection of equipment and in the development of the departmental facilities.
* Preparing, setting up and testing apparatus, chemicals and materials for se in practical coursework.
* Participating in the maintenance of satisfactory standards of safety and security in relation to the technical service to the department, as advised by CLEAPSS and COSHH regulations.
* Assisting with the development of new technical initiatives in response to changes in the National Curriculum and advising on technical/skill requirements to perform particular experiments as a complementary role to teaching staff.

*The Academy benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require particular additional duties to be undertaken to suit specific requirements and these may be incorporated in the role as long as they are at a similar and appropriate level to the other listed duties.*

General requirements

* To uphold the Academy Equality and Health and Safety Policy.
* To understand the requirements of Data Protection and maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
* To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher and Governors.

This document conveys a full and accurate description of the job.

Signed: ………………………………………. ………………………………………………

Postholder Line Manager

Date: ………………………………………