

***Job Description***

# Post Title: Science Technician

## Hours: 20 hours per week, Term time only plus 3 weeks

Reporting To: HOD Science

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| **Key Activities** |
| * To be responsible for providing and organising resources to enable teachers to deliver a range of high quality Science learning opportunities.
* Support the Science Department in enabling other teams across the Academy to embed the Science specialism in their activities.
* Maintenance, preparation and cleaning of laboratory equipment and areas.
* Make up and maintain class sets of equipment, chemicals and resources
* Carry out routine maintenance of equipment, reporting any problems to the HOD Science
* Organisation and maintenance of efficient storage systems for equipment, materials and chemicals.
* Assist in annual stock checks and cleaning of storage areas.
* Set up and maintain audio visual aids, computers and data logging equipment.
* To be First Aid trained and administer First Aid as required. To prepare display materials and equipment for open evenings.
* Remove and display items of work in the Science department, as and when requested.
* To attend meetings as appropriate.
* To support a tutor group in an Associate Tutor role.
* As appropriate and under the direction of the teacher work with students to enhance their Science learning opportunities.
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| **Accountability** |
| * To ensure that areas used by students and staff for Science activities are safe.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
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| **Other Specific Duties**All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:* model the ethos and vision for the Academy
* to continue personal professional development as required
* to actively engage in the performance review process
* support whole Academy acts of worship and prayer for the day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |