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| **Post title** | **Science Technician** |
| **Post holder** |  |
| **Purpose** | To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum. |
| **Reporting to** | Curriculum Leader for Science |
| **Liaising with** | All members of Trust staff |
| **Contract type** | Permanent, Term-time Trust Contract (term time only plus 5 staff training days).  |
| **Salary** | NJC Scale Point: 22. Salary: GBP 21,074. This is the full time equivalent all year round salary and is subject to adjustment for term time only, working. Actual salary will be GBP 17,703.  |

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| **MAIN DUTIES**  The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions that may not be illustrated below. |
|  | * To liaise with teaching staff to discuss timetables, equipment requirements and work plans.
* To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work.
* To set up equipment and rooms for lessons and practical laboratory work.
* To assist in maintaining and organising the safe and efficient storage of equipment and materials.
* To run trials of experiments prior to lessons.
* To ensure that solutions and equipment are accurately made up in accordance with relevant instruction.
* To ensure that the classroom is clean and tidy (i.e. clearing-up) after practical lessons, washing glassware and maintaining stocks in classrooms.
* To carry out general housekeeping tasks such as thorough cleaning of laboratories each holiday, testing portable electrical equipment and checking the reliability of fume cupboards to provide a safe working environment for everyone in the department.
* To monitor levels of stock and re-order stock as appropriate.
* To ensure that the department is free from potentially hazards, and to ensure that all Health & Safety procedures are understood and followed correctly at all times.
* To dispose of used chemicals in a safe manner
* To assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations.
* To provide general assistant to teaching staff as required.
* To prepare, update and organise information for teaching staff and pupils on the safe and efficient use of equipment.
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| Health & Safety | * To be familiar with the Health & Safety procedures for working in laboratories and report any concerns to the Curriculum Leader for Science and Principal.
* To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all faculty staff.
* To ensure that the laboratory is fully equipped, including hand towels, safety goggles etc., and that any concerns regarding laboratory facilities, including sinks and lighting are reported to the Site Manager
* To know how to respond in case of an emergency in the laboratory
* To locate and use the Hazard Cards which give details about handling, first aid and disposal of chemicals
* To use the department Risk Assessment proformas for chemical and general practical work
* To maintain data logging equipment and be able to demonstrate its use
* To ensure that all pupils heed laboratory rules
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| Laboratory Management | * To manage and maintain suppliers’ chemical data sheets and the chemical cupboard inventory
* To ensure that apparatus and materials are put out in the laboratory in readiness for lessons
* To ensure that all materials and apparatus used in lessons are cleaned and put away promptly
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| Support | * To work alongside the Curriculum Leader for Science in the organisation and execution of Parents’ Evenings, Open Evenings and other Trust events.
* To assist in updating the Tracking Pupil Progress in Science
* To assist in and develop laboratory displays
* To provide classroom support in the teaching of Science under the direction of a teacher or the Curriculum Leader for Science.
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| **Personal development** | * To actively maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
* To participate in new initiatives and future changes in service delivery improvements to support the objectives of the Trust.
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| **Academy Trust development** | * To support the Trust’s aims and to carry out its policies.
* To support the Trust’s implementation of all current statutory requirements.
* To attend and participate in meetings as required.
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| **Equality of Opportunity** | * As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
* Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
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| **To contribute as an effective and collaborative member of the School team** | * Participate in the ongoing development, implementation and monitoring of the Academy Trust improvement plans.
* Attend regular meetings, Academy Trust and school events as required and make a positive contribution during meetings and such events
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| **Confidentiality and Data Protection** | * To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
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| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
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| **Other**  | * To develop a good understanding of the importance of health and safety and safeguarding aspects of school life.
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**Review and Amendment:**

This job description is normally subject to annual review. It may be amended at the request of the Altius Trust or the CEO of the Altius Trust but only after full consultation between the parties concerned. It will be signed if agreement is reached.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communications.