

## Job Description

### Post: Science Technician

#### Purpose

To challenge educational and social disadvantage by supporting the science department in order to achieve the highest possible standards and prepare all our students to lead successful lives

#### Duties and Responsibilities

- Prepare scientific materials and / or sets of equipment for lessons.
- Coordinate the use of practical resources and facilities and provide assistance / advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- Coordinate maintenance, repair and / or construction of equipment, as appropriate.
- Keep up to date with current procedures and practices through continuing professional development.
- Contribute to the design, development and maintenance of specialist resources and / or long-term projects.
- Check machinery / equipment.
- Ensure health and safety standards are met.
- Ensure cleanliness of materials.
- Manage the stock of materials and equipment.
- Assist staff in lessons as appropriate.
- Support practical demonstrations in lessons.
- Work with students as appropriate.
- Help to prepare and mount display materials.
- Undertake filing and other appropriate admin tasks.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***