



**Science Technician**

**Job Description**

Hours: 37.5 per week for 39 weeks per year

**Job Purpose**

- to be responsible for the provision of support, administrative and technical services, and relevant advice to Science teaching staff to ensure that the delivery of teaching and learning in all Science subjects is of the highest possible quality
- to work as part of a specialist Science team providing high quality organisational support to the department, keeping up to date with developments relevant to the role.
- to contribute to setting up and maintaining effective systems and structures for the administration of the Science department
- to take account of and fulfil the requirements of whole Academy policy and practice

**Responsibilities**

- to prepare, issue, receive, monitor, maintain and store resources used within the department
- to prepare apparatus, equipment and materials for use in classrooms and laboratories as requested and clear it away afterwards ensuring safe disposal of waste
- to research, design and prepare practical activities as requested
- to design, develop and maintain long-term experiments and projects as well as specialist resources as directed
- to construct, assemble and repair specialised apparatus from standard and non-standard equipment
- to assist teaching staff with the supervision of demonstrations and equipment
- to provide support for students' learning in laboratories and classrooms under the supervision of a qualified teacher, assisting students with experiments and work with ICT
- to keep prep. rooms tidy and all equipment in good working order
- to care for and maintain the security and appearance of all laboratories and work areas including the care and maintenance of services, stores, equipment, drainage systems, working surfaces, fume cupboards etc.
- to control stock of chemicals, other materials and equipment, maintain an inventory, notice deficiencies and purchase new supplies

- to keep financial records of departmental expenditure in accordance with Academy financial policy and procedures
- to produce, control and file learning resources and reference material including web based resources
- to prepare display material and ensure displays are of a high quality
- to develop and maintain records as required
- to promote a healthy and safe working environment for staff and students within the faculty
- to ensure all Health and Safety requirements are observed, with reference to COSHH regulations and carrying out appropriate risk assessments
- to co-ordinate the assessment, monitoring and review of health and safety procedures
- to provide technical advice on health and safety issues to staff and to students within the Science department and contributing to whole academy policy and practice on health and safety
- to care for living specimens in term time and ensure proper arrangement is made for them in the holidays, involving students when appropriate
- to attend and contribute to Academy events, including presentation events, as required
- to undertake any other relevant tasks that may occasionally be required

#### **Links**

- to report to the Senior Science Technician and Head of Science
- to work closely with Science teachers, ensuring their requirements for practical lessons are met and innovative practices to good teaching and learning are developed
- to liaise with relevant outside agencies and suppliers
- to attend Academy and team meetings as required
- to participate in agreed professional development activities and the Academy's framework for performance management

***The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***