



Hall Park
Academy

Science Technician Job Description

Job Title:	Science Technician
Location:	Hall Park Academy
Hours of work:	15hrs per week, Term Time Only (39 weeks per year)
Responsible to:	Senior Science Technician
Post Objective:	The Science Technician is part of a team of technicians that provide efficient and effective to the science teachers in the delivery of the national science curriculum within the academy's ten laboratories and classrooms.

Duties and Responsibilities:

Organisation & Support (staff)

- Take part in supporting science teaching at Key Stage 3,4 and 5, through allocation of specific tasks and areas of responsibility as agreed with the Senior Technician
- Liaise with and mutually support the work of other science technicians and assistants
- Attend relevant Science meetings
- Liaise with Technicians from other schools and relevant support groups

Organisation & Support (resources)

- Operation of systems for storing, stocking, transporting and distributing items for use in the Science Curriculum
- Assist in maintenance of necessary records – financial, legal, etc.

- Construction of laboratory apparatus, testing new experiments and assisting in devising new practical work.
- Preparation and checking apparatus, chemicals, specimens, etc. as required by teaching staff.
- Assist in organisation of all necessary repairs and maintenance of equipment, either 'in-house' or through liaison with suppliers. Providing advice on improvements to facilities.
- Cleaning, sterilisation and disposal of equipment and waste materials as necessary.
- Care of plants and animals used in Science teaching
- Provide technician support in any relevant after school activities
- Care and maintenance of audio visual equipment and IT equipment within Science Faculty.

Health and Safety

- Implementing Health and Safety legislation and procedures
- Keeping up-to-date with relevant regulations and procedures (COSHH, CLEAPPS etc.). Passing information to teaching staff as necessary.
- Assist with inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor laboratory injuries. Liaison with school nurse and health care assistant.

Technical Advice and assistance

- Provision of technical advice to teachers and pupils as appropriate
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
- Short term, emergency cover of pupils/classes

General

- Liaison with other school departments and non teaching staff over matters relating to Science and whole school issues
- Attendance at staff meetings and INSET activities where relevant

- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.