

JOB DESCRIPTION

Central to our administrative philosophy is teamwork and post-holders are expected to embrace this prerequisite and be prepared to act flexibly in response to the day-to-day needs of the school

JOB TITLE: Science Technician

GRADE: GR2

Purpose

To coordinate the use of practical resources to support teaching and learning in the science department.

Job Description

To prepare materials for practical lessons by:

- setting up apparatus, equipment and solutions for classes
- delivering equipment and materials to classes
- working through experiments to ensure they work

To maintain equipment and laboratories by:

- responsibility for general tidiness and cleanliness of laboratories and other areas under technicians control
- servicing and repairing equipment and learning material
- keeping stock records
- receiving goods from suppliers, checking delivery notes and storing items away
- preparing equipment and chemicals for external examinations
- To catalogue, monitor and maintain stock and records to prevent theft, abuse or misuse of materials

To ensure a safe working environment by:

- maintaining an awareness of Health and Safety regulations, regularly checking equipment and informing the senior technician of defects
- carrying out risk assessments for technician tasks and giving Health and Safety advice to teachers as required

- safely treating and disposing of used materials and responding to actual or potential hazards

To assist in lessons and staff training by:

- demonstrating new practical activities to students and staff during training sessions
- assisting students in practical lessons

General duties are to:

- Assist with administrative duties in the science department, including logging generic science homework on school online system.
- Liaise with cover staff to ensure work set is issued
- Assist with the organisation of open evening activities
- To support the duty teams with undertaking duties as and when required
- Carry out duties and responsibilities necessary for the smooth running of the school, as required by the Head Teacher or the Head of Science
- To support extra-curricular activities by staffing trips, visits and activities when needed

OBSERVANCE OF THE ACADEMY'S EQUALITY POLICY WILL BE REQUIRED

Signed: _____ (Head of Academy)

Signed: _____ (Post-holder)

Date: _____