



JOB DESCRIPTION

POST:	SCIENCE TECHNICIAN
Reporting to:	Senior Science Technician, Head of Science
Salary Scale:	Band 4 pts 5-7 (36 hours per week, term time only + 5 days to be allocated by the Senior Science Technician)
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

To support the delivery of the curriculum within science under the guidance of the Senior Science Technician and Curriculum Leader of Science.

KEY RESPONSIBILITIES

- Prepare all equipment, chemicals, and specimens required for lessons and examinations, ensuring these are in the correct classroom at the time required, including setting up equipment as appropriate
- Clearing up and cleaning equipment after lessons or examinations, maintaining a tidy environment in both classrooms/laboratories and the prep room
- Provide advice and guidance to staff in the proper use of equipment and chemicals
- Contribute towards demonstrations as required, under the guidance of the teacher
- As part of a team, ensure that the classrooms/laboratories and equipment are maintained to a high standard, carrying out minor repairs to equipment
- At all times, work in accordance with Health and Safety requirements including those relating to COSHH, maintaining necessary records in relation to Health and Safety
- Carry out regular safety checks, reporting faults as required
- Maintain an inventory of stock and equipment, liaising with other science staff to ensure all necessary equipment is ordered
- Keep accurate records of equipment and chemicals used
- Maintain the security of all stock, equipment, and chemicals
- Photocopy worksheets for use in the Science Department
- Attend Science visits as required

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution that celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal



- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.