



Job Description

Job Title: Science Technician

Reporting to: Head of Department

Scale Point: Grade C+, Point I6-I8

Overall purpose of the post:

- Supporting teaching and learning in the Science Department on a day to day basis as directed by the Head of Department.

Main duties and responsibilities:

- Organise apparatus and resources prior to lessons including the construction, preparation and checking of any specialist equipment.
- Assist with the duties of absent colleagues and ensure work left by absent teachers is delivered to the classroom as well as any other resources prior to the start of the lesson.
- Oversee the storage and replacement of resources required for the delivery of science.
- Assist teaching staff as required in the demonstration of practical work.
- Ensure the safety of equipment, laboratories and preparation areas. This includes:
 - Annual testing of science apparatus.
 - Daily visual checks of gas, electricity and water supplies and turning them off at the end of each day.
 - Safe storage of hazardous apparatus.
 - Monitoring and maintenance of hazardous sources.
- Maintain accurate inventories of departmental resources.
- Assess future stock requirements and place orders as required for departmental resources and stationery.
- Carry out routine maintenance and minor repairs within the department and to liaise with the Facilities Manager regarding more serious maintenance issues.
- Clean and remove apparatus at the end of each lesson.
- Review and re-organise the storage of apparatus on a regular basis.
- Take an active role in ensuring all Health and Safety procedures are met.
- Portable Appliance Testing of all electrical equipment in designated areas.
- Participate in appropriate meetings relevant to the above duties.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (within competence and experience) as requested, in accordance with the changing needs of the Academy.

Special Features

- 37 hours per week, Term Time Only Plus 10 days

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.