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**SCIENCE TECHNICIAN JOB DESCRIPTION  
FULL TIME/PART TIME, PERMANENT  
TERM TIME ONLY PLUS 1 WEEK  
SALARY: H4**

*The post holder is required to perform the duties below. S/he will be responsible to the Senior Science Technician and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.*

*This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:*

<b>SCIENCE TECHNICIAN JOB DESCRIPTION FULL TIME/PART TIME, PERMANENT H4</b>
Responsible to: Senior Science Technician
<b>EXPECTATIONS</b>
<p><b>Strategic Role:</b> To ensure the provision of a complete laboratory technical resource to the school and Science Department</p> <p><b>Core Purpose:</b></p> <ol style="list-style-type: none"><li>1. To provide practical support for the teaching, assessment and examination activities taking place in science laboratories</li><li>2. To provide support across all curriculum areas in science</li><li>3. To ensure that all apparatus, equipment and chemicals provided are in serviceable condition</li></ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<p><b>Duties and tasks</b></p> <ul style="list-style-type: none"><li>● Prepare experiments and set up equipment as requested by teaching staff</li><li>● Clear used apparatus from teaching room after lessons</li><li>● Wash and clean equipment</li><li>● Clear up and make safe laboratory spillages</li><li>● Make/develop new items of equipment where possible</li><li>● Maintain and, where possible, repair/service equipment</li><li>● Inform Curriculum Lead for Science when stock levels are low</li><li>● Assist with the issue/collection of text books where possible</li><li>● Ensure confidentiality and security of examination material</li><li>● Follow all relevant health and safety procedures (e.g. CLEAPSS and COSHH)</li></ul>

**Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

**Supervision**

- Technicians hold regular formal and informal meetings with the Senior Science Technician and department staff to establish requirements on a daily/weekly basis. Technicians have "semi-autonomous" control of all other duties without direct reference to a supervisor.

**ADDITIONAL DUTIES**

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

**CONTACTS**

- There is frequent contact with teaching staff and parents
- As part of the support staff team there is also regular contact with other non-teaching staff
- There is also contact with external organisations and suppliers

**ORGANISATION CHART**

Headteacher → Deputy Headteacher → Curriculum Leader → Senior Science Technician → Science Technician

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.*

*The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.*

*The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher*