

## Job Description

<b>Job Title:</b>	Science Technician
<b>Responsible to:</b>	Head of Science
<b>Responsible for:</b>	The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, those on work experience or trainees
<b>Job Purpose:</b>	Working with delegated authority and under the overall direction of the Head of Departments, provide technician support and advice service and meet health and safety standards and the requirements of classes involved.
<b>Salary:</b>	Scale 3 Point 5-6
<b>Hours/Contract:</b>	32.5 hours, term time plus 5 additional days to be agreed with line manager Flexibility to attend any other meetings/events outside normal working hours when required as directed by Line Manager.

### Main Responsibilities:

Co-ordinate the use of practical resources and facilities and assist and advise in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. This will include:

- preparing resources and assembling apparatus
- obtaining materials
- giving technical advice to teachers, other technicians, pupils
- support carrying out risk assessments for technician activities
- assisting in practical classes and carrying out demonstrations

Ensure and promote the maintenance of a healthy and safe working environment through:

- actively contributing to the assessment, implementation, monitoring and review of both health & safety procedures and information resources;
- keeping up to date with current procedures and practices through continuing professional development.
- the provision of technical advice and support on health & safety issues to teaching and technical staff;
- the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
- the healthy and safe storage and accessibility of equipment and materials.

Offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum. This includes designing, constructing and modifying apparatus; setting up and ensuring the caring for plant and animal collections; preparing standard solutions, purifying chemicals, treating waste.

In consultation with the Head of Science to ensure the availability of suitable materials and equipment, compile orders and liaise or negotiate with suppliers. Sourcing, costing and suggesting economic alternatives to maintain stock levels.

Keep up-to-date records of stock.

Under the overall guidance of the head of department ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

### **Catholic life and Mission**

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

### **Other**

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.*

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_