

JOB ACCOUNTABILITIES

Job Title: Science Technician	Job number / Grade Scale 3 Point 5
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JOB PURPOSE

Science Technicians support the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, exciting activities to be carried out by staff and students.

SCOPE OF JOB (Budgetary/resource control, impact)

Operates within the specialised Science environment
Work with a variety of materials, which require appropriate handling and application.
Required to handle chemicals.
Involved in moving equipment/materials.
Will have contact directly with pupils and will be required to deal with them in a sympathetic manner
Will spend majority of working time standing and undertaking physical activities.
Due to the nature of the activities special attention must be paid to Health & Safety issues both for the environment and equipment/materials used.

POSITION WITHIN UNIT STRUCTURE

Reports to Science Technician Team Leader.

KNOWLEDGE, SKILLS & EXPERIENCE

Physically fit, able to lift heavy/awkward items.
Able to operate, maintain and repair a variety of specialist equipment.
Must have manual dexterity.
Knowledge of specialist products relevant to the subject area
Able to remain calm in a busy, noisy environment.
Must relate to pupils sympathetically and be able to facilitate learning.
Develop and maintain knowledge of current developments in their specialist area.
Should have enthusiasm for Science teaching and learning.

JOB ACCOUNTABILITIES

In line with the instructions from the subject teacher prepare the specified materials and equipment in time for the specified lesson. This will include preparing equipment to enable the teacher to demonstrate experiments safely or preparing materials for pupils to use during lessons.

Maintain sufficient supplies of materials, chemicals etc to enable teachers to deliver their lessons. This will include

placing orders with suppliers and ensuring that items are purchased in a cost effective way.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Undertake daily cleaning of used equipment and simple maintenance. Undertake periodic cleaning of equipment in line with the Science Faculty timetable.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to the line manager immediately.

Attend all statutory training required to work within a school.

Take part in the school appraisal process.

To be aware of and follow all relevant school policies and protocols.

To participate fully in the life of the school community and to support its ethos.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the School will render the grade of the post liable for re-evaluation.

The post holder has a statutory responsibility to safeguard and promote the welfare of children and young people in accordance with the school's child protection and safeguarding policies, including *Keeping Children Safe in Education (KCSIE)*. This includes maintaining appropriate professional boundaries, reporting any safeguarding concerns without delay, and contributing to a culture of vigilance and safety. This role is subject to enhanced Disclosure and Barring Service (DBS) clearance and satisfactory pre-employment checks.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____