

## Job Description: Science Technician

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<b>HOURS:</b>	37 hours per week, 39 weeks per year
<b>SALARY:</b>	D (points 8-14)
<b>REPORTS TO:</b>	This role is directly responsible to the Head of Science

### Role Summary

To support the Science Department in delivering quality first teaching and learning. This includes the ordering, making up and setting out of materials and equipment, assisting staff and leading students during lessons and ensuring a safe and clean working environment. The postholder will also act as a back up minibus driver to cover periods of absence as needed. The postholder will also be expected to be first aid trained and to deliver first aid to staff and students as needed.

### Main Duties

The following is a guide to the tasks expected. It is not exhaustive:

#### Supporting the students and teachers

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment, resources and materials as required by teaching staff and the programme of study
- Implement structured learning activities and teaching programmes
- Ensure the health and safety and good conduct of students at all times
- Prepare and test experiments, projects and practical assessments to ensure that they work effectively and support scientific principles
- Support the teaching process by assisting in lessons with the management of students and practical activities
- Construct scientific equipment, apparatus and teaching aids
- Set up and relocate equipment
- Distribute equipment between laboratories, stores, and classrooms
- To ensure that, during the school day, the laboratories are left in a secure and safe condition for other users, including cleaners
- To carry out all tasks with regard to appropriate risk assessments and safety regulations
- Dispose safely of hazardous material, in accordance with agreed procedures
- Store flammable and radioactive materials securely and safely as directed
- Prepare microbiological media and cultures
- Evaluate and test new and alternative materials
- To deliver emergency first aid treatment to students as needed within the science department and to act as a qualified first aider for wider Academy support - including being part of an Academy-wide first aid rota
- To attend First Aid training and keep first aid qualifications up to date
- To administer first aid to students and staff
- To accurately record all accidents and first aid incidents on the Academy paperwork

## **Administration**

- List equipment, chemicals and materials needing replenishment and maintain records
- Receive, distribute and store goods and supplies from outside suppliers.
- Label and mark equipment, chemicals and materials
- Return faulty or damaged goods
- Maintain stocks of equipment and carry out stock taking as required

## **General**

- Ensure Preparation Rooms are in a tidy and safe state
- Display safety notices, posters, stickers, in consultation with appropriate personnel
- Participate in team and peer group meetings
- Provide practical and technical assistance for general academy activities such as displays, exhibitions, performances
- Check all services and report any defects
- To drive the Academy minibuses

## **Support for the Academy**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, principles, and aims of the Academy
- Appreciate and support the role of other professionals

## **Continuing Professional Development**

- To take responsibility for personal professional development, in conjunction with the line manager, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy;
- To undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.

## **General Duties**

- Be an effective role model for the standards of conduct and behaviour expected of our students
- The postholder may occasionally be required to drive an Academy minibus
- The postholder will be expected to undertake appropriate training to enable them to drive an Academy minibus or to hold an existing qualification
- Carry out any such duties as may be reasonably required by the Principal