

Job Description

Post Title:	SCIENCE TECHNICIAN

Responsible to:	Head of Science
Liaising with:	Teaching staff, non-teaching staff, SLT, students, and other stakeholders.
Working Time:	37 hours per week, 39 weeks per year
Salary/Grade	NJC Scale 9 £27,294 pro rata
Disclosure Level:	Enhanced

1.	<p>Job Purpose: To coordinate the delivery of resources and facilities to support the department to meet the practical needs of the science curriculum, and improve the academic progress of students.</p>
2.	<p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> • To ensure the safe effective and efficient delivery of the technician support service, in accordance with CLEAPSS guidelines • To be responsible for maintaining a purposeful, orderly and safe working environment that includes the correct storage of chemicals • To develop a planned programme of work agreed with the Head of Science • To be responsible for the timely and accurate preparation and delivery of specialist equipment and resources to lessons • Working closely with the Head of Department, to contribute to the development and organisation of working systems, policies and procedures in science • To develop and maintain an inventory of equipment, chemicals and resources • To conduct department risk assessments and to ensure that all practical activities are carried out according to the CLEAPSS and COSHH guidelines

	<ul style="list-style-type: none"> • To manage records, information and data, including producing reports as required • To act as Health and Safety lead within the department, ensuring a safe working environment for both students and staff • To be responsible for the management of stock and consumables within the department, including managing the department resources budget • To assist in classrooms with practical activities as required • To demonstrate the safe and effective use of specialist equipment and materials, including in classrooms when required • To provide the Head of Department with specialist advice and guidance as required • To contribute to the development of the science curriculum, advising and costing resources and equipment • To provide science expertise across the Academy to contribute to events, extra-curricular clubs and learning in other curriculum areas • To keep abreast of latest research and guidance and to share this with department colleagues • To undertake appropriate professional development • To assist in administration tasks as directed from time to time by the Head of Science
3.	Management of People None
4.	Contacts and relationships The post holder will have daily contact with students, classroom teachers, SLT, and other stakeholders.
5.	Decisions, Creativity and Innovation The postholder will work within clearly defined policies and procedures and must act at all times in accordance with these. The postholder will be required to be creative when planning activities. Any consequences of the postholder's actions should be easily identified and rectified.
7.	Work Environment <ul style="list-style-type: none"> a) Work Demands – Work should be largely planned and although not subject to frequent interruptions, the postholder will be required to be flexible in moving between tasks or students. b) Physical Demands –Limited. Classroom (lab)and office based. Postholders may face reasonable physical demands when handling resources. c) Working Conditions –Based in a well-lit and ventilated environment. d) Work Context – May occasionally be subject to challenging behaviour from students

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There may be occasions where the working day will need to be extended or evening meetings will need to be attended.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

