



	<b><u>Job Description</u></b>
<b>Post title</b>	<b>Science Technician</b>
<b>Reporting to</b>	<b>Head of Science</b>
<b>Contract type</b>	<b>Full time – Term Time only (39 weeks)</b>
<b>This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.</b>	
<b>Main Duties and Responsibilities:</b>	
<b>Job Purpose</b>	To support the work of staff and pupils in laboratories and classrooms as necessary. To be responsible for the preparation and maintenance of resources under the guidance and supervision of the Senior Science Technician and Teaching staff whilst ensuring that all Health and Safety regulations are adhered to.
<b>Support for Staff</b>	<ul style="list-style-type: none"><li>▪ Implement structured and agreed work programmes/practical lessons under the guidance of teachers.</li><li>▪ Operation of Systems for storing, stocking, transporting and distributing items for use in the Science curriculum.</li><li>▪ Preparation for classes studying Science.</li><li>▪ To contribute to the creation and maintenance of a clean and orderly working environment.</li><li>▪ To prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans, and assist others in their use.</li><li>▪ To maintain equipment, as appropriate.</li><li>▪ To set up experiments for assessments and examinations, as appropriate.</li></ul>
<b>Support for School</b>	<ul style="list-style-type: none"><li>▪ To be aware of and comply with policies relating to child protection, Health and Safety, confidentiality and data protection, reporting all concerns to a nominated person.</li><li>▪ To work as part of a team and support the role of others at all times, contributing to the overall work and ethos of the school.</li><li>▪ To undertake personal development through training and other learning activities as necessary.</li><li>▪ To work as part of a team and support the role of other people in the team.</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>▪ Operate the relevant equipment, including in a safe and appropriate manner.</li><li>▪ To contribute to orderly and secure storage of relevant equipment and premises at all times.</li><li>▪ To contribute to correct and up to date stock lists of equipment and materials.</li><li>▪ Assist in maintenance of necessary records.</li><li>▪ Construction of equipment for experiments.</li><li>▪ Preparation and checking of apparatus, chemicals, specimens etc as required by teaching staff.</li><li>▪ Cleaning, sterilisation and disposal of equipment and waste materials as necessary.</li><li>▪ Care of plants and animals used in science teaching.</li></ul>

	<ul style="list-style-type: none"> <li>▪ To obtain sundry articles as necessary for experiments/demonstration.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>▪ Implement Health and Safety legislation and procedures.</li> <li>▪ Keeping up to date with relevant regulations and procedure (COSHH, CLEAPPS etc)</li> <li>▪ Passing relevant Health and Safety information onto other staff.</li> <li>▪ Assist with inspection, maintenance and correct use of safety equipment</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Attendance at staff meetings and INSET' activities as necessary.</li> <li>▪ Uphold and actively support the policies and procedures in place.</li> <li>▪ Undertake any other duties which might be reasonably regarded as within the responsibilities or the post.</li> </ul>