



Marden High School

Job Description

Post	Science Technician
Scale	Grade 5
Responsible to	Head of Department

Main Duties of the Post

Under the instruction/guidance of senior staff: provide general support in a specific curricular/resource area including preparation and maintenance of resources and support to staff and pupils

Support for Pupils

- Support pupils in accessing learning activities under the guidance of the teacher
- Provide feedback to pupils in relation to progress and achievement

Support for Teachers

- Create and maintain a purposeful, orderly, clean and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials/apparatus as required by staff/curriculum/lesson plans etc
- Maintain records, as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Administer routine tests and invigilate exams if requested
- Aid in the advanced preparation of experiments where new procedures are being carried out or where staff are working upon unfamiliar procedures.
- Remind staff of safety procedures that may be necessary during practicals.
- Provide clerical/administrative support as required

Support for the Curriculum

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment: - check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities
- The maintenance of the storage of all equipment, ensuring clear labelling and recording of its home base. Ensuring that equipment moved from its home base is done so safely and returned to its home base after use.
- Maintaining the stock solutions.
- Maintaining a check on the use of consumable materials; accounting for all durables; cleaning materials after use if necessary.
- Advise Head of Department of stock situation in order that materials are replenished and that materials are being accounted for.
- Flexibility to provide support to other curriculum areas.

Support for the School

- 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance management, as required
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities
- Be prepared to undergo training to become a First Aider

General

To undertake any other duties appropriate to the grade of the post