

JOB DESCRIPTION

JOB TITLE: SCIENCE TECHNICIAN

REPORTS TO: HEAD OF SCIENCE

SALARY RANGE: H4

DATE: SEPTEMBER 2022

35 hours per week, term time plus inset

1. Purpose of the job

To support the work of science teachers and students to ensure that they

- Work within the department is organised and managed to raise standards and academic achievement
- Use equipment safely
- Provide technical support
- Help organise work programme

2. Key responsibilities

- Liaising with teaching staff to discuss timetables, equipment requirements and curriculum plans
- Preparing equipment and chemicals before lessons
- Clearing away practical equipment at the end of the lesson in accordance with H&S
- Setting up practical equipment at the request of the teacher
- Demonstrating practical/dissection and supporting the teacher during the lesson
- Ensuring the science rooms are fully equipped
- Maintaining and organising the repair of equipment and lab apparatus
- Ensuring that all equipment is properly cleaned
- Record keeping when necessary
- Full awareness and all necessary H&S training relevant to post
- Ensuring that all health and safety procedures are understood and followed correctly.
- Giving, when necessary, technical advice to staff and students
- General administration within the Science department

3. Job context

- Work is set within a broad and balanced science curriculum
- Work is mainly set by teaching staff and involves the preparation of equipment and materials for practical lessons including KS3, KS4 A level Physics, Chemistry and Biology

4. Additional information

The jobholder is required to contribute and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The jobholder is also required to promote and safeguard the welfare of all students at the school.

5. Contacts

All members of staff and students in the school

External suppliers

Technical Support Groups

6. Knowledge, experience and training

Understanding the needs of students

Knowledge of science and ideally a scientific qualification

Experience of laboratory work highly desirable

Knowledge and/or qualification in Health and Safety

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.