

JOB DESCRIPTION: Science Technician

Created Nov 2021

Salary: Scale 3 (range 5-6)

Hours: 27 hours per week, 38 weeks per annum (term time only)

Line of Responsibility: Science Technicians are directly responsible to the Senior Science Technician

MAIN PROFESSIONAL DUTIES

Purpose

- To support the Senior Technician in ensuring that all science lessons are resourced with worksheets and practical equipment in a timely and efficient manner
- Assist in developing effective systems to manage resources and prepare equipment
- Assist in the maintenance of science equipment
- To assist in the ordering of equipment when required

Operational responsibilities

- Collection of equipment and materials from storage and their organisation for class use.
- Prepare equipment and materials for lessons, both for demonstration and class use
- Check materials and equipment, before and after class use, for quantity and damage
- Identify and alert staff to any clashes of equipment
- Ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves.
- Organise the storage and distribution of ICT resources, to include maintaining the cataloguing systems.
- Ensure that prep rooms are kept secure, clean, tidy and free from all hazards
- Be able to implement safe working practices
- Assist in maintaining an inventory of equipment for the Science Department
- Carry out photocopying for the department and have a working knowledge of SharePoint, OneNote and Teams.
- Organise the maintenance and repair of equipment as necessary.
- Organise the maintenance of basic equipment and services within a number of laboratories and prep rooms.
- Provide support for all the Science staff in the classroom and assist pupils with routine practical tasks
- Liaise with the Head of Science on matters relating to the ordering of equipment as required following correct procedures
- Carry out other tasks reasonably requested by the Head of Department, in accordance with the post holder's skills and qualifications.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the College's policy in respect of child protection and safeguarding matters.
- The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the College's appraisal scheme.