



Post Title	Science Technician
Hours	30 hours per week
Weeks	40 weeks – term time plus 10 days
Line Manager	Head of Science

Statement of Purpose

To work under the direction and instruction of the head of science to provide technical support and equipment to the science department.

Support to Organisation

- Organise specialist support and equipment.
- Assist in practical lessons, working with small groups of students.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Providing health and safety knowledge.
- Set up and try out experiments before lessons, assessments and examinations to ensure that they work.
- Support to teachers and students during off site visits eg trip to graveyard.
- Set up specialised sixth form experiments and be responsible for setting up A level geology/physics/chemistry/biology practical examinations.
- To advise, assist and support PGCE, GTP and supply teachers in delivering effective science lessons at all key stages.
- Assist in the development of lesson/work plans including administration of controlled assessments, work sheets etc.
- Contribute to the planning, development and organisation of systems/procedures/policies.
- Administrative support to the science department including maintenance of stock and breakage records, catalogues and user manuals, annual audit of stock, ordering, receiving and accounting for new stock and equipment.
- Assist with the development of resources eg making teaching aids, collecting materials required for experiments.
- Operation of audio visual equipment and arrangement for appropriate maintenance and servicing.
- To be responsible, with the head of science, for the department budget.
- To assist in the induction and training of new technicians

Health, Safety and Security

- Deal with emergencies in classes, breakages and spillages of chemicals.
- To provide first aid when needed.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Routine maintenance of all scientific apparatus, including checking materials and equipment before and after use.
- To be responsible for the safe storage of hazardous substances and apparatus in accordance with Derbyshire County Council safety procedures.
- Keep up to date with current regulations regarding safe working practice.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)



- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/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 development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.