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| **Job Description** | | | | | |
| Job Title: | Science Technician | | Job Category: | | Support |
|  |  | | Grade: | | BEX05 |
| Responsible to: | Principal | | | | |
| Functional Links with: | Teaching Staff, Support Staff, Pupils and Suppliers. | | | | |
| **Main Purpose of the Job:** | | | | | |
| To support the work of the teaching staff so that science lessons run smoothly.  To provide technical support and ensure that science laboratories are appropriately resourced and equipment and services are in good order.  General maintenance (including cleaning) of apparatus and equipment | | | | | |
| **Major Duties & Responsibilities:** | | | | | |
| **Curriculum Support**   * Assist in the preparation and development of practical work and technical facilities to meet teaching / learning needs in designated curriculum areas * Where appropriate, supporting teachers with pupils’ learning | | | | | |
| **Administrative Support**   * Photocopying and maintenance of resource bank for lesson materials. * Ensuring effective support for internal examinations within the subject area * Maintaining stock levels of teaching resources, materials and equipment. * Ordering supplies ensuring that expenditure is in accordance with departmental plans, checking deliveries and keeping records and updating Head of Department regularly. | | | | | |
| **Technical Support**   * Preparing apparatus, materials and solutions, setting up equipment, apparatus and demonstration for use in practical lessons, project work and examinations, following instructions laid down in the syllabus / schemes of work and other documents, and retrieving, clearing away, cleaning and maintenance of apparatus * Preparing special compounds, specimens, reagents and microbiological materials for class work including foodstuffs * Construction and development of equipment and apparatus involving modification / manufacture for teaching purposes * General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general services and facilities, arranging for servicing and repair as required * Follow regulations to ensure safe working practices, the secure and safe storage of equipment and materials, safe and appropriate disposal of unwanted materials, equipment and waste, and adequate first aid provision * Identifying new equipment needs in consultation with teaching and other technician staff and contributing to the selection of new equipment | | | | | |
| * To undertake any other reasonable duties as requested by the line manager | | | | | |
| **Last Updated By:** | | HR | | **Date:** | October 2022 |

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| **Person Specification** |  | **Essential /**  **Desirable** |
| **Qualifications** | |  |
| * Good standard of education – to include Maths and English. * Qualification in science * Appropriate first aid training | | E  D  D |
| **Experience** | |  |
| * Familiarity with basic scientific equipment * Experience of working within a school science department | | E  D |
| **Knowledge & Skills** | |  |
| * Good understanding of safe working practices and of Health & safety issues * Able to work without supervision to prepare simple items of equipment for classroom use * Awareness of stock management and expenditure * Practical skills to make small repairs and deal with maintenance * To maintain appropriate working relationships with staff and students. Including confidentiality and flexibility * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * Effective use of ICT to support learning * Use of other equipment technology * Technical knowledge regarding the operation of a laboratory | | E  E  E  E  E  E  E  E  E  D |