



Science Technician

Job Title:	Science Technician
Salary Level:	RHAT Band 6, pts 28 -32, £17,496 - £19,312 Actual Salary £7,571.42 - £8,357.37
Location:	Tupton Hall School
Hours of work:	18.5 hrs per week, Term Time Only (39 weeks per year)
Responsible to:	Head of Faculty
Post Objective:	To support the work of staff and pupils in laboratories and classrooms as necessary. To be responsible for the preparation and maintenance of resources under the guidance and supervision of the Head of Science and Teaching staff whilst ensuring that all Health and Safety regulations are adhered to.

Duties and Responsibilities:

Organisation & Support (staff)

- Take part in supporting science teaching at Key Stage 3,4 and 5, through allocation of specific tasks and areas of responsibility as agreed with the Head of Faculty
- Attend relevant Science meetings
- Liaise with Technicians from other schools and relevant support groups
- Constant liaison with Head of Faculty and Science staff to review and modify systems as necessary.
- To contribute to the creation and maintenance of a clean and orderly working environment.

Organisation & Support (resources)

- Operation of systems for storing, stocking, transporting and distributing items for use in the Science Curriculum
- Ordering and monitoring of stock in conjunction with the Head of Faculty and keeping up-to-date stock lists of equipment and materials



- Assist in maintenance of necessary records – financial, legal, etc.
- Construction of laboratory apparatus, testing new experiments and assisting in devising new practical work.
- Preparation and checking apparatus, chemicals, specimens, etc. as required by teaching staff.
- Assist in organisation of all necessary repairs and maintenance of equipment, either ‘in-house’ or through liaison with suppliers. Providing advice on improvements to facilities.
- Cleaning, sterilisation and disposal of equipment and waste materials as necessary.
- Care of plants and animals used in Science teaching.
- To obtain sundry articles as necessary for experiments/demonstrations.
- Provide technician support in any relevant after school activities.
- Care and maintenance of audio-visual equipment and IT equipment within Science Faculty.

Health and Safety

- Implementing Health and Safety legislation and procedures
- Monitoring whole faculty Health and Safety in conjunction with the Head of Faculty.
- Keeping up-to-date with relevant regulations and procedures (COSHH, CLEAPPs etc.). Passing information to teaching staff as necessary.
- Assist with inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor laboratory injuries. Liaison with school nurse and health care assistant.



Technical Advice and assistance

- Provision of technical advice to teachers and pupils as appropriate

Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.

Short term, emergency cover of pupils/classes

General

- Liaison with other school departments and non-teaching staff over matters relating to Science and whole school issues
- Attendance at staff meetings and INSET activities where relevant
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.