

## JOB DESCRIPTION

<b>SCIENCE TECHNICIAN</b>	
<b>Scale</b>	D – Points 3 to 4
<b>Hours</b>	Term time only 20 hours per week to be agreed.
<b>Section</b>	Support Staff
<b>Responsible to</b>	Head of Technology
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	To support the school by providing a technician support service in the Science Department to all staff and students, meeting health and safety standard and the requirements of classes involved.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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Coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. This is likely to include:

- preparing resources/solutions/materials/apparatus
- assist with preparatory work for exams
- provide efficient and effective resources, equipment, assistance and advice in meeting the practical needs of the Science Curriculum
- assembling and setting up apparatus
- obtaining materials
- assist with risk assessments for technician activities
- assist with practical classes, carry out demonstrations and trial practical work
- setting up and caring for plant and animal collections
- prepare for and clear away after classes, including reclamation of parts and materials, cleaning and checking of equipment, apparatus, etc.
- general care and maintenance of apparatus, tools and equipment, reporting faults as necessary

Ensure the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- keeping up to date with current procedures and practices through continuing

- professional development;
- assist in the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
  - providing for healthy, safe and clean storage and accessibility of equipment and materials.
  - Assist the team-leader/senior technician/Head of Science with the development of trainee staff to ensure that essential performance standards are achieved.
  - Support the senior technician/ team leader to ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
  - Keep up-to-date records of stock.
  - Assist with any injuries and sick students as required and to undertake first aid training ( if not already qualified)
  - Participate, if required, in the school's interoperability program
  - Participate in the school's appraisal process
  - Perform any other reasonable tasks within the range of the salary grade

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**