

## Job Description

**Job Title:** Science Technician

**Grade:** 6

**Responsible to:** School Business Manager

**Line Manager:** Head of Faculty: Science

### General description of post:

To aid and assist the Head of Science by coordinating the use and development of practical and other resources for teaching staff and students in science.

### Responsibilities and duties

- Responsible for organising and providing equipment and chemicals required for class practical's, demonstrations and investigations, from Year 7 to Year 11, including standardised GCSE assessment.
- Organise and maintain prep room and keep a catalogue of all experiments.
- Assist with supervision of students in practical classes as appropriate.
- Responsibility for monitoring the Science Faculty budget.
- Deal with invoices and order resources, equipment and check deliveries.
- Responsible for setting up spreadsheets or similar systems on computer, used in the management and control of resources and consumables.
- Keep and make available record of timetable/room changes.
- Responsible for the maintenance and minor repair of equipment, ensuring all materials and laboratories remain in a clean and safe working condition and reporting any faults to appropriate persons.
- Responsible for the organisation and safe storage of equipment and materials and the safe disposal of waste material, including hazardous resources.
- In consultation with teaching staff, responsible for the design, development and maintenance of specialist resources.
- Responsible in consultation with Head of Science, for organising, resourcing and maintaining paper work for extra-curricular activities.
- Keep records of external speakers and liaise to arrange visits as appropriate.
- In conjunction with Head of Science, arrange visits to and from other schools. Assist in organising trips and visits for students.

**Supporting the School by:**

- Responsible for the promotion and observance of a healthy and safe working environment.
- Responsible for routine checks on apparatus and materials and the instruction of others on safety issues, e.g. fume cupboard testing, PAT testing.
- Give technical advice and support to teaching staff and students.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- Attend meetings, briefings as appropriate and liaise with other technicians and other school faculties, eg maintenance, in order to communicate information and complete tasks.
- Assist with the production of displays and photoboards and assist to prepare for Open Days and other events organised by the faculty.
- Responsible for keeping up to date with current procedures and practices through continuing professional development where appropriate.
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.
- To work according to the School's policies and procedures.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Signed: ..... (Postholder) Date: .....

Signed: ..... (Headteacher) Date: .....