



Job Description

Job Title:	Science Technician
Grade:	Grade 2 - Spine Points 2 – 3 (FTE £20,466 - £20,835)
Work Pattern:	36 hours, Term Time plus 3 weeks (41 weeks including Inset Days)
Reports To:	Senior Science Technician
Staff Managed (if any):	None

Main Duties and Responsibilities

- Stock control, to ensure that the Science Faculty retains a sufficient stock of consumables to meet its needs.
 - Alerting the Senior Science Technician and Head of Faculty without delay to any concerns relating to health and safety within the Faculty.
 - To prepare, test, trial, organise and deploy:
 - Materials and resources
 - Tools, equipment, plant and apparatus
 - Experiments and demonstrations.
- to support learning and teaching.
- To assist teachers, other technicians or other school staff with technical aspects (specified above) which support learning and teaching.
 - To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
 - To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the Senior Science Technician where relevant.
 - To administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances.



- To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.

Note: technicians do not substitute for school cleaners. However, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.

- To implement agreed safety and security procedures covering:
 - Materials and resources
 - Plant and equipment
 - Access to facilities
- To be responsible for the receipt, delivery, storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained.

Additional duties

- Comply with the Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.