

JOB DESCRIPTION

Job Title:	Science Technician	Salary: Grade 3
Location:	Whitley Academy	

Reports to: Head of Subject, Science

Key purpose of the job

To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children. To be responsible, individually or as part of a team, under the direction of a science teacher or Senior Laboratory Technician to provide support within the Science Department.

Key Responsibilities

- Preparation and setting up of class experiments, demonstrations and equipment including new technology applications. Ensuring, by liaison with appropriate members of teaching staff, that adequate resources and support are available for demonstrations, experiments and pupil assessments.
- Clearing and putting away experiment and demonstration equipment.
- Preparation of specimens, reagents and solutions for use during classes and maintenance of teaching aids, worksheets, tests and equipment records.
- General maintenance of laboratories and ancillary rooms in a clean and tidy condition, including the responsibility for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaners (alerting key stage leaders and Head of Science of any problems with these rooms).
- Assist in the classroom with pupils and demonstrations and assist with development work as required. Ensure that teaching staff are provided with the appropriate support and are familiar with the operating procedures and materials/equipment in use.
- Undertake minor repairs and maintenance of equipment as necessary.
- Processing orders for supplies, maintenance of stock records and general administrative/ clerical tasks, e.g. filing, general office administration, issuing/maintenance of books.
- Where appropriate shopping for the purchase of necessary items for experiments (e.g. food stuffs).
- Assist with safe handling, storage and transportation of chemicals in accordance with Health and Safety procedures guidelines.
- Take part in training as required including Health and Safety issues.

- Assist in the development and use of IT related issues, both hardware and software within the department.
- Undertake work in accordance with any rules and regulations relating to safeguarding and promoting the welfare of children
- To undertake other duties as may reasonably be required by the Headteacher.

All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace in accordance with legislation and the school's Safety Policies and Procedures.

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to undertake an enhanced DBS check.