



JOB DESCRIPTION

Post Title: Science Technician

Academy: Venerable Bede CE Academy

Salary: SCP 3-4 £20,812 - £21,189 FTE
Actual salary of £18,313 – 18,645, less than 5 years' service
£18,720 - £19,060, more than 5 years' service

Hours: 37 hours per week – term time only plus 13 additional days (3 inset)

REPORTS TO: Director of Science

MAIN PURPOSE: To provide technical support to the teacher in charge of science, contributing to students' learning experience by assisting with the preparation of materials and apparatus for practical work, innovating and creating new equipment.

Contracted Hours: 37 hours per week. Monday to Thursday 8am to 4pm, Friday is a 3.30pm finish.

TASKS:

MAINTENANCE:

- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources. Constructing and modifying apparatus.
- Stock taking and organising the storing of chemicals and equipment. Obtaining materials by local purchase.
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OPERATIONAL:

- Trialling practical activities.
- Making up solutions, assembling apparatus, delivering equipment to rooms.
- Occasionally assisting in class practical including carrying out demonstrations.
- Caring for plants and/or animals, where appropriate.
- Collecting, checking and returning equipment to stores.
- General laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps). Disposing of waste materials.
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TECHNICAL:

- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health and safety guidance.
- Keeping up to date with developments in practical science and health and safety requirements. Carrying out health and safety checks on laboratories, prep rooms and stores

SUPPORT FOR THE ACADEMY:

- Be aware of and comply with policies and procedures relating to SEND, Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to always comply with Health & Safety requirements.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Undertake first aid duty as required to support the Academy.
- Undertake regular first aid training as required.
- To carry out any other duties not specified above, but which are within the purview and general nature of the post and in agreement with the postholder.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by either the postholder or the Executive Business Manager and which in any case will be reviewed annually.

Reviewed November 2022