

JOB DESCRIPTION

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| Post title: | Science Technician |
| Academy: | Excelsior Academy |
| Reporting to: | Senior Science Technician |
| Salary/Pay range: | £26,873 - £28,770 FTE, £23,668 - £25,339 actual |
| Hours of work: | 37 hours per week, term time only |

Purpose of Job

The role of Science Technician is to provide general support across the Science department specifically but also at times, other areas within the academy.

Main Duties and Responsibilities

- To provide support across all areas of science and other areas of the academy as directed.
- Maintain hygiene and safety standards in all areas.
- Prepare lesson materials for teaching staff.
- Assist teaching staff during practical lessons as and when required.
- To support the cover of lessons when required.
- Ensure that practical areas are clean and tidy after lessons.
- Ensure the security of all hazardous materials and substances when not in use by a teacher (including storage).
- Advise staff as to the safe use of hazardous substances as specified by manufacturer and COSHH.
- Comply with all COSHH requirements when handling hazardous materials.
- Carry out routine safety checks on all machinery and log safety concerns immediately with Head of Department. Maintain records of such checks.
- Ensure all tools and equipment are maintained in a safe condition within the department.
- Maintain stocks of utensils and equipment within the department.
- Responsible for maintaining and recording stocks of materials and replenishing stocks.
- Ensure photocopied materials are available for teaching staff.
- Carry out general tasks on a daily basis which are required to ensure the smooth running of the department and to support teaching staff as required.
- Take on the role of First Aider where required.
- Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety

- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required.