



Job Outline

Science Technician

Responsible to: Senior Science Technician
Pay: Scale 4 points 5-6
Full time/Part time: 37 hours for 40 weeks

Job Purpose

To provide full technician support to the Science teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.

Safeguarding

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Ensure the efficient preparation and organisation of equipment for lessons as requested on the daily 'Apparatus Request Sheet' (primarily physics lessons, but also biology and chemistry lessons as necessary)
- Clean equipment and laboratories after each lesson and any chemical spillages when they occur
- Set up technology based and ICT equipment including; TV's, videos, video microscopes, multimedia projects, interactive whiteboards, data collection equipment etc.
- Prepare paper-based resources, for individual students including; textbooks, revision guides, workbooks, past papers, files etc. Also to maintain up-to-date records thereof.
- Maintain safety equipment in good working order (e.g. clean goggles, replenish spill kits etc.)
- Refer stock requirements to the Senior Science Technician
- Liaise with other faculties/schools with regard to the use of additional/specialist equipment
- Set up demonstrations and support teaching staff and pupils as required
- Assist with the repair and maintenance of science equipment and fabricate small items for use in class practicals
- Ensure the application of Health and Safety procedures and raise awareness of Health and Safety Issues specifically in relation to laboratories and practical physics activities
- Collect samples and specimens for use in demonstrations and class practicals (where necessary, purchase from local traders using petty cash)
- Make up appropriate solutions and reagents to the required specifications
- Assist with the annual inventory of all science faculty equipment plus additional stock-takes required to maintain optimum stocks of equipment, chemicals, stationery and textbooks
- Photocopy worksheets, hazcards and other documents as requested by teaching staff
- Cover for other members of the science faculty support staff during spells of absence
- Help supervise pupils on school visits

- Upon completion of duties at the end of the working day, switch off main services and electrical equipment and secure windows and doors
- To follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- Carry out any other reasonable tasks which may be required by the School
- To ensure correct handling, usage and storage of radioactive equipment is complied with.
- That leak testing of radioactive sources is undertaken with the correct frequency and all records are kept up to date.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.