



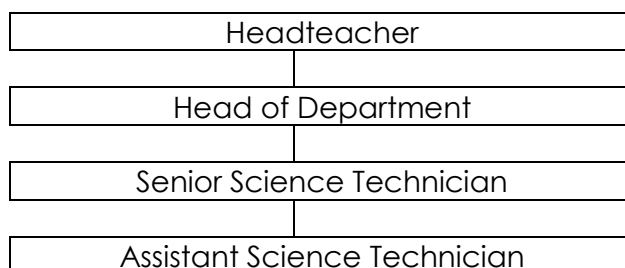
JOB DESCRIPTION

JOB TITLE	Assistant Science Technician
GRADE	Scale 1/2, SCP 8-13 (Dependent on experience) (£16,626 - £17,391 pro rata, actual salary £11,643 - £12,178)
RESPONSIBLE TO	Head of Department / Senior Science Technician
HOURS OF DUTY	30 hours per week, term time only Monday – Friday 8:30am to 3:00pm (Including a 30 minute unpaid lunch break).
ANY SPECIAL CONDITIONS OF SERVICE	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to Disclosure and Barring vetting checks. The school operates a No Smoking Policy.

PURPOSE OF THE JOB

To support teaching and other school support staff within the Science Department, in order to facilitate high quality teaching and learning of pupils across a range of science subjects.

ORGANISATIONAL CHART:



CONTROL OF RESOURCES

Personnel	:	None
Financial	:	None
Health/Safety/Welfare	:	The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:	1.	Teaching and support staff within the school
	2.	Users of the school
	3.	Voluntary helpers
	4.	Pupils
External:	1.	Parents/Carers
	2.	Staff in other schools and within the LA

Responsibilities: The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES

Preparation Room and Maintenance

- To effectively use the Lesson Preparation system in place for notification of practical and non-practical lesson requests, with appropriate notice periods and feedback to teachers on availability. This is under the direction of the Senior Technician and in accordance with the agreed advance booking schedule.
- Looking after the laboratory equipment and apparatus. This will include routine maintenance, cleaning, safety checks and safe storage of equipment, tools and materials. Reporting any faults to the Senior Science Technician and the Health and Safety Technician.
- Assist the Senior Science Technician in maintaining the stock take of all resources for practical and non-practical lessons. Ordering stock and carrying out photocopying as necessary under the direction the Senior Science Technician and Head of Department as required.
- To assist the Senior Science Technician in the maintenance of the classrooms and preparation rooms, ensuring that they are clean, tidy, well organised and equipment is stored safely. Reporting any room issues to the FM Helpdesk.
- To complete any necessary recording or cataloguing under the direction of the Senior Science Technician or Head of Department.
- To receive and check deliveries.
- To undertake necessary admin tasks, photocopying or display work as and when required.

Health and Safety

- To assist the Senior Science Technician in ensuring the safe storage and disposal of equipment, material, chemicals, perishables liquids, flammables and waste materials in line with school procedure and relevant Health and Safety requirements, e.g. COSHH and CLEAPPS.
- To assist the Senior Science Technician and Health & Safety Technician in the production of relevant risk assessments as necessary.

Support for the Curriculum

- To support teaching staff in preparing for lessons by trialling practical experiments and assisting in classroom demonstration lessons as required.
- To deliver lesson equipment and resources in a timely manner to ensure a high standard of lesson delivery.
- To retrieve, clear and clean resources used by teaching staff and pupils from classrooms in a timely manner to ensure they are available to use again.
- Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.
- Help develop and prepare differentiated resources as directed by the teacher / Head of Department.
- Assist pupils in the use of appropriate resources in accordance with the lesson plan.

Support for the school

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Assist with Administrative duties if required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist with the organisation, routines and upkeep of the learning environment.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Post holder	Date
Signed	Line Manager	Date