

RIDGEWAY ACADEMY – JOB DESCRIPTION

SCIENCE TECHNICIAN



Job Title:	Science Technician
Grade:	H3
Hours:	32 hours per week
Responsible to:	Business Manager via the Science Subject Leader

Main purpose of job:

- To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenances of teaching areas and equipment for students.

Main areas of responsibility

- Supporting students and staff:
 - Organise the practical work of the science department including:
 - Preparation of equipment requested by Science Teachers for lessons at all levels (KS3, KS4, A Level)
 - Clearing away equipment after lessons
 - Organising classroom practical support for all science staff when required
 - Provide technical and practical support to the teachers (including in lessons where appropriate)
 - Monitor, purchase and keep an inventory of stock in liaison with Subject Leader of Science
 - Check invoices and delivery notes as appropriate and date stamp
 - Keep record of petty cash transactions and expenditure
 - Attend department meetings as appropriate
 - Liaise with service engineers/bursar/cleaning supervisors/reprographics as appropriate
 - Assess and discuss training requirements of the technicians with the Subject Leader of Science and arrange attendance at relevant courses
- Health and Safety:
 - Maintain the laboratory's equipment and preparation rooms in good order, including simple maintenance of electrical equipment
 - Ensuring the correct Health and Safety procedures are followed to include safe and secure storage/disposal of materials (including waste)
 - Completing Health and Safety records under the supervision of the Subject Leader of Science
 - Review and adhere to CLEAPPS guidance to inform practice. Disseminate guidance to Science staff

Person Specification:

- Relevant qualifications in:
 - Science and/or good experience of working in a laboratory environment
 - ICT including Word and Excel, or a working knowledge of them
- An ability to organise the work of themselves and others
- A methodical and organised approach to work
- Ability to communicate with staff and students
- Adaptable, flexible and able to work in a busy environment
- Willingness to undertake professional training
- Calm temperament and a sense of humour

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Additional requirements:

- The post requires continuous lifting throughout the day and occasionally moving heavy equipment
- The working environment will include working with a range of chemicals, including hazardous substances which need to be managed safely

Additional information

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This is a key role within the school which is likely to involve access to highly confidential information.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date