



Job Description

Science Technician

ERYC Grade 4

£21,575 pro rata (pay award pending)

The Council is undertaking a review of pay and reward as part of its ambitions to attract and retain employees by having effective pay and development structures in place to support modern ways of working and to support the provision of Council services which meet local priorities. Please note that the future terms and conditions of this post may change following the outcome of this review.

37 hours per week.

Term-time (when students are in school) + 10 additional days

Purpose of job:

To provide technical support to the teaching staff of the Science Department

The post holder will be based within the Science Department.

Main Tasks

Liaise with Head of Science to:

- Prepare the appropriate equipment for lessons
- Maintain the teaching and other working areas
- Provide equipment and materials, as requested by science teaching staff, clean and put away after use
- Construct simple apparatus and equipment and assist in practicals and demonstrations
- Maintain, clean and store apparatus, materials and tools
- Ensure safety of materials and equipment
- Repair and maintain equipment and/or organise repairs if necessary
- Prepare chemicals ensuring risk assessment in place in accordance with COSHH regulations
- Disposal of residues including hazardous chemical waste
- Prepare computerised worksheets, input data and reproduce written material
- Determine level of equipment required, place orders and monitor budget
- Reproduce worksheets and notes, as requested
- Support and contribute to whole-school events as required
- Maintain an inventory of materials, chemicals and equipment and carry out associated stock taking duties
- Undertake appropriate duties in the preparation and submission of orders and checking their delivery
- Take care of plants kept in the science department
- Carry out administration tasks
- Be a member of the school's first aid team (appropriate training will be provided)

This job description is not intended to be a complete list of duties and responsibilities but to indicate the major tasks of the post. It may be amended at a future time to take account of the developing needs of the service.

The post holder will also undertake any other duties commensurate with the grading of the post at the request of the Headteacher and/or Head of Science.

Notes:

Working Hours: Agreed in liaison with Head of Science

Holidays: Holidays are paid within the term-time formula and no holidays are authorised during term time.

Pay: This is paid in 12 equal payments, on the last working day of the month.

Accountability

Headteacher



Head of Science



Science Technician