



Science Technician

JOB DESCRIPTION

RESPONSIBLE TO: Head of Department / Senior Science Technician

Commented [MM1]: /Senior Science Technician

JOB PURPOSE: To prepare, organise and maintain materials and equipment for classroom use, to enhance pupil learning.

Principal Accountabilities:

- Setting up classroom equipment, materials, and demonstration experiments: Prepare and collate teaching materials and resources.
- Support the classroom teacher and assist with materials and demonstration experiments when needed.
- Prepare appropriate resources for practical lessons and examinations.
- At the end of lessons clearing away and cleaning of equipment and materials as required.
- Identify when stocks are running low and inform the Senior Technician
- Keep appropriate databases up-to date
- Checking, recording and storing supplies when received at the school
- Regularly ensuring that material and equipment are in good and usable condition, identifying problems and resolving appropriately, carrying out minor maintenance.
- Oversee the safe storage of equipment and hazardous materials and maintaining appropriate records.
- Maintain the laboratories and storage facilities in a tidy state, meeting the department requirements.
- Periodically conduct safety checks on equipment and materials, and where appropriate, carry out electrical testing of equipment.



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- Maintaining plant collection and any live animals/fish
- Showing other staff, or assisting teaching staff, demonstrating how to carry out certain experiments or operate equipment in line with health and safety regulations, where this requires application of acquired technical skills.
- Carrying out photocopying of resources and assisting with preparation of departmental documentation and assisting with preparation of displays within the science department.
- Operate in accordance with School's policies and procedures, ensuring compliance with Safeguarding and Health & Safety policies and procedures.

Commented [MM2]: "displays within the science corridor"?

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by a senior leader of the school.
- Attend meetings as required and make a positive contribution during meetings.

Commented [MM3]: VWA feels that whilst she and JHO do help out other departments, it is not necessary for it to be included as part of the job description.

Commented [MV4R3]: can i add occasional?

Commented [DW5R3]: @Mr R Mead @Mrs S Vincent this needs to be kept as is.

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Safeguarding

- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

General Policies & Procedures

- Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person.
- Awareness of responsibilities of the governing bodies.