



Northern Education Trust – Job Description

Job Title:	Science Technician		
Base:	Academy		
Reports to:	Head of Department	Grade:	SCP 18 -21
Service responsibility:		Salary:	£18, 070 - £20, 138 (FTE)
Additional:		Term:	37 hours per week, 39 weeks per year (actual salary to be pro-rata in line with weeks worked)

JOB PURPOSE

- Supporting teaching and learning in the Science Department on a day to day basis as directed by the Senior Science Technician / Head of Department.

JOB SUMMARY

1. Organise apparatus and resources prior to lessons, including the construction, preparation and checking of any specialist equipment.
2. Assist with the duties of absent colleagues and ensure work left by absent teachers is delivered to the classroom, as well as any other resources prior to the start of the lesson.
3. Plan experiments.
4. Provide support in lessons and where required cover lessons.
5. Oversee the storage and replacement of resources required for the delivery of Science.
6. Assist teaching staff as required in the demonstration of practical work.
7. Ensure all Risk Assessments are carried out and updated accordingly.
8. Become the Radioactive Material Officer for the academy.
9. Ensure the safety of equipment, laboratories and preparation areas. This includes:
 - Annual testing of science apparatus
 - Daily visual checks of gas, electricity and water supplies and turning them off at the end of each day.
 - Safe storage of hazardous apparatus.
 - Monitoring and maintenance of hazardous sources.
10. Maintain accurate inventories of departmental resources.
11. Assess future stock requirements and place orders as required for departmental resources and stationery.
12. Carry out routine maintenance and minor repairs within the department and to liaise with the Site Manager regarding more serious maintenance issues.
13. Clean and remove apparatus at the end of each lesson.
14. Review and re-organise the storage of apparatus on a regular basis.
15. Take an active role in ensuring all 'Health and Safety' procedures are met.
16. Portable Appliance Testing of all electrical equipment in designated areas.

17. Participate in appropriate meetings relevant to the above duties.
18. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
19. To comply with the Academy policies and procedures at all times.

GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: