



Northern Education Trust – Job Description

Job Title:	Science Technician	JE Reference	JE079
Base:	Dyke House Academy		
Reports to:	Head of Department or Senior Science Technician	Grade:	Grade 3 SCP7 – SCP8
Service responsibility:		Salary:	£26,403.00 - £26,824.00 (FTE), Pro rata salary £23,327.00 - £23,699.00
Additional:		Term:	37 hours, 39 weeks

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. 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
9. Maintain accurate inventories of departmental resources
10. Assess future stock requirements and place orders as required for departmental resources and stationery
11. Carry out routine maintenance and minor repairs within the department and to liaise with the site manager regarding more serious maintenance issues
12. Clean and remove apparatus at the end of each lesson
13. Review and re-organise the storage of apparatus on a regular basis
14. Take an active role in ensuring all 'health and safety' procedures are met
15. Portable appliance testing of all electrical equipment in designated areas
16. Participate in appropriate meetings relevant to the above duties
17. 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

18. To comply with the academy policies and procedures at all times

GDPR

19. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider trust meetings and working groups as required

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

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.

Signed:

Date: