HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: **School Technician based in the Science Department**

Responsible to: **Senior Science Technician**

Pay Band: **A2/A3**

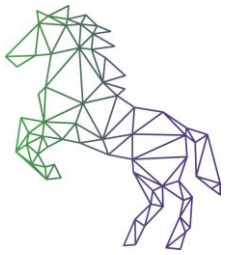
Hours: **Full time, term time only plus 5 days.**

Main role:

To work under the direction/instruction of the Senior Science Technician to provide a range of departmental and classroom support in the Science Department.

Main duties will consist of:

1. To prepare equipment and materials for lessons for both demonstration and class use.
2. Checking materials and equipment, before and after use by a class, for quantity and damage.
3. Care of plants and animals kept in the Science department.
4. To provide assistance to teachers and students working on practical projects.
5. General maintenance and care of equipment including the report of defects to relevant Curriculum Leader.
6. Co-operate with other technician staff.
7. To requisition materials for classroom use.
8. Collection of equipment and materials from storage and arrange in classroom.
9. Maintenance of laboratories to ensure a clean, safe and orderly environment, maintenance of an inventory of materials and equipment and associated stock taking duties.
10. Placing orders and checking deliveries.
11. Advising Science teachers on safety matters or potential problems with equipment.
12. Mounting displays or materials, visual aids and pupils' work.
13. Duplicating, photocopying and filing materials such as worksheets.
14. To be aware of and comply with school policies, reporting all concerns to an appropriate person.
15. To be aware of and support difference and ensure equal opportunities for all.
16. To contribute to the overall ethos/work/aims of the school.
17. To appreciate and support the role of other professionals.
18. To attend and participate in relevant meetings as required.
19. To participate in training and other learning activities and performance development as required.
20. Other tasks that may be requested by the Curriculum Leader of Science from time to time.



Principal Responsibility Areas:

21. To assist the Science staff in developing appropriate resources for teaching and learning.
22. Under the direction of the Curriculum Leader, to ensure that all Health & Safety requirements are met.
23. To assist in administrative duties as directed by the Curriculum Leader.
24. To maintain and monitor consumables and equipment in the Science Department to ensure all students are able to access a wide range of materials.
25. To assist teaching staff in promoting and raising the profile of Science within and outside the School.

26. Key Tasks

27. To prepare materials and equipment for practical lessons.
28. To carry out a range of administrative duties including inputting data, preparing teaching materials and booklets.
29. To maintain and monitor stock control.
30. To carry out regular material and equipment checks in Science.
31. To provide technical support to staff during lesson time as required.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- Other duties may be added to the role in line with the successful candidate's commensurate strengths to support the technician team.
- As part of the role you will be part of a technician team and therefore may be required to provide support in other areas of school.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.