



Job Description: Science Technician

This appointment recognises the requirements of the current Support Staffs' Pay and Conditions Document, and reflects the policies established by the Governors of Tomlinson School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale:	Support Staff Grade 4
Hours of Work:	Monday – Friday, 30 hours per week, 09.00 – 15.30 Flexibility on start & finish times can be negotiated
Contract Type:	Permanent, Term Time only & INSET days
Accountable to:	Head of Science Faculty
Accountable for:	N/A

Job Purpose:

To ensure the effective provision of materials, equipment and other resources in Science Lessons, in order to facilitate the provision of high quality educational experiences to students, thereby reflecting the policies, aims and values of Tomlinson School.

1. Accountability

- a) To prepare equipment and materials in line with requests of designated teachers.
- b) To deliver all requested materials to the classroom in good time for lessons.
- c) To ensure equipment and materials are in good order after use and that they are returned to their correct storage area.
- d) To liaise with all staff within the Science Area to ensure effective lesson support.
- e) To maintain laboratories and the equipment they contain to ensure a clean, safe and orderly environment – checking equipment provision, stock levels and ordering new stock and equipment as necessary, but within the Science Area delegated budget.
- f) To ensure a safe working environment is maintained at all times.

- g) To take account of Health and Safety procedures when preparing and delivering lessons and to carry out risk assessments where appropriate.
- h) To ensure correct disposal of any unwanted hazardous material.
- i) To maintain files of Safety Data Sheets, CLEAPSS information (Bulletins and Handbook) and to update HAZCARDS or order replacements as necessary.
- j) To provide first aid assistance as appropriate.

2. Communication

- a) To attend Science Area meetings.
- b) To liaise with colleagues and make recommendations on improving communication and processes.
- c) To communicate with teachers, informing them of any problems or issues.

3. Training and Development

- a) To participate in arrangements for training and development of the team.
- b) To initiate new ideas and encourage professional development of the team.
- c) To participate in the Tomlinscote School appraisal system.

4. Other Duties

- a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- b) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time.