

Henley in Arden School: Job Description	
Post	Science Technician
Reports to	Head of Science
Grade	SCP13
Remuneration	£16,491 FTE
Current postholder (and dates of tenure)	(30 hours per week, 39weeks p.a.) to include up to 5hours per week PAT testing
Key Responsibilities	
<ul style="list-style-type: none"> • Providing technical support to teaching staff in the school laboratories, classrooms and preparation areas • Ensuring the provision of high quality and timely services to support the delivery of the curriculum • Assisting the Senior technician in ensuring that all Health and Safety legislation and policies are adhered to and the promotion and observance of a safe working environment 	
Work Performed	
<ul style="list-style-type: none"> • Contribute to planning development and organisation of systems and procedures including maintenance of specialist resources • Making up solutions. Using recipe cards, data sheets and CLEAPSS Hazards, make up solutions to the appropriate concentrations and accuracy taking full notice of the precautions needed • Assist the Senior technician in the maintenance and repair of equipment and apparatus or in the organising of maintenance and repair, seeking specialist assistance when necessary, to ensure safe and efficient operation • Ensure that laboratories and all equipment used are kept clean, tidy and in a safe condition also ensuring that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation is carried out to the required standard • Assist in the checking of goods delivered against orders and in carrying out inventory checks on a regular basis • Obtaining materials by local purchase • Be responsible for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and academy procedures and in line with Health and Safety good practice and legislation • Assist in the provision and setting up of all equipment and resources for practical sessions and examinations as required. • Assist in designing of experiments/practical's that fulfil the needs of the curriculum 	

- Run and report on results of trial experiments
- Assist the Head of Department in other duties as appropriate, such as numbering and repairing text books, organising reprographics, assisting in preparation for Open Evenings

Responsibilities

- Safeguarding
 - The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- People
 - Advise and support teaching staff in the safe and proper use of equipment
- Staffing
 - No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description
- Financial
 - Obtaining materials by local purchase
- Physical Resources
 - All laboratory equipment within the Academy

Postholder

Signature _____ Date _____

Headteacher

Signature _____ Date _____