

## Job Description

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**Job title:** Science Technician  
**Reports to:** Director of Learning - Science  
**Location:** Leigh Academy Tonbridge

**Core Purpose:** Provide a comprehensive technical service to teaching staff in the Science Department.

**Responsible for:** Under the direction of the Principal, the postholder will be responsible for duties covering apparatus and materials for experiments, initiating orders, health & Safety of laboratories and working areas and IT support.

### Main responsibilities

- Provide apparatus and materials and set up experiments, as requested by teachers, in clean, safe and working condition for use by teachers and pupils
- Clear away and clean all apparatus after use, returning materials and chemicals to safe storage, both in preparation for use of laboratory by next class, and to ensure the safety of laboratories, stores and working areas when not in use
- Ensure the proper upkeep of plants, animals and specimens for use in teaching
- Check regularly all apparatus and glassware for safe condition, and repair or arrange its repair; dispose of or arrange the safe disposal of dangerous chemicals and biological waste in order to comply with the Health and Safety at Work Act
- Initiate orders for apparatus and materials, both on a local basis as necessary, and from Supplies Department and outside suppliers, to ensure adequate stocks are always available
- Provide a visual aids service to the Science Department, moving and setting up equipment, recording and playing back tapes and films, ordering and returning films, duplicating materials and cataloguing the tape library, to assist teaching staff
- Monitor the Science Department's apparatus and materials fund, and operate a small float from the BSA fund for local purchases, to ensure the Department works within its agreed budget
- Construct and modify apparatus (such as electrolysis cells, modification of Worcester Circuit boards, construction of special extension leads for use with 3 pin plugs and sockets, etc.) in order to meet the academy's needs within budget
- In addition to laboratory duties the successful candidate will be supporting the Subject Leader with various administrative tasks, including inputting data on ITC therefore knowledge of databases will be an advantage.
- The postholder will undertake additional technical or administrative duties as required

### Person Specification

- Is reliable and able to complete tasks effectively without direct supervision
- has good organisational skills
- Is flexible and is prepared to take on a range of tasks
- Is able to communicate appropriately with young people and adults
- Is able to work as part of a team, contributing to the work of the Science team
- Is prepared to undergo further training if required

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

#### **Notes**

The 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.