

Job Description

Leigh Academy Rainham

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| Post: | Science Technician |
| Responsible to: | Curriculum Lead of Science |
| Remit: | Science |
| Basis: | Term Time + 1 week inset, 37 hours per week |
| Purpose: | To provide practical and administrative support for the teaching staff |

Role purpose: To provide technical support to the work of the teachers in the Science Department and to enable the smooth running of the subject in general and by ensuring that apparatus is operating properly and safely for the use in practical Science lessons.

Key tasks

- Helping to set up and design the Science preparation room and classrooms
- Carrying out risk assessments for practical and technical activities
- Preparing necessary solutions and equipment for practical experiments
- Maintaining, repairing and taking inventory of apparatus
- Liaising with staff over equipment and safety issues
- Running trials of experiments and demonstrations
- Clear away, wash and clean apparatus/equipment used for demonstration purposes
- Taking an active part in laboratory demonstrations
- Ordering resources and keeping budgets
- To support with the department's photocopying and filing
- Keep clean, tidy and safe and ensure the maintenance of bench tops, fittings and, where necessary, other equipment within the area of responsibility
- Ensure that all health and safety procedures are understood and followed correctly
- Any other reasonable duties as required

Organisation

- The post holder will be directly line managed by the Curriculum Lead of Science.

Financial Accountabilities

- The post holder will have no direct responsibility for any financial resources but will assist in the management of the Science budget.

Person specification

- GCSEs at " grade or above or equivalent
- Previous experience in a similar field
- Ability to organise own time to ensure that resources are available when required.
- Ability to work to tight deadlines and be flexible in supporting other staff
- Ability to work effectively as part of a team
- Good interpersonal skills
- Ability to communicate well with all Science personal
- Willingness to lend a hand in the wider LAR community where needed

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship

- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 at the reasonable discretion of the Line Manager. 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.