

Job Description

Job title: Science Technician
Reports to: Director of Learning - Science
Location: Ebbsfleet Academy

Job purpose

- To coordinate the use and maintenance of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum.

Vision

- To be an exceptional community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance ensuring all students achieve to allow them to move on to the university/ career of their choice.

General responsibilities

- To demonstrate high professional practice in all areas of work
- To help progress the academy towards our vision, through a focus on raising the aspirations of students
- To be an excellent role model for students, commanding respect and being a positive presence around the academy
- To be efficient and effective, highly organised in all areas of work
- To promote actively the academy's ethos through actions and words
- To adhere to the staff dress code
- To participate in duties as directed

Specific accountabilities:

- To prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- To deliver equipment to classes and collect, check and return equipment to the stores to ensure that it is safely, securely and appropriately stored.
- To carry out maintenance checks and arrange for repairs as necessary to ensure that all equipment is safe and ready to use in lessons.
- To undertake stock checks and ensure that all chemicals are stored safely and securely to ensure the health and safety of students and staff in the academy.
- To perform health and safety checks and ensure equipment and laboratories are clean and tidy in order to maintain a safe and stimulating learning environment for students.
- To contribute to the assessment, monitoring and review of health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment.
- To assist with demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.

- To report to the subject leader for Science any breaches of good health and safety practice noticed during lessons and around the department during the regular conduct of duties.
- To support the learning activities of groups of students to ensure their safety and contribute to their educational development.
- To order equipment and arrange for repairs as directed and maintain accurate financial records to ensure that academy financial procedures are adhered to and expenditure is kept within budget.
- To contribute to the students' assessment, and feedback to the class teacher in order for them to record the students' academic progress.
- To contribute to the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest science curriculum possible can be offered to students.
- To undertake first aid training, and provide first aid support to students as required.

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

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.