

FIR VALE SCHOOL ACADEMY TRUST

JOB DESCRIPTION

Post Title:	Senior Science Technician
Hours of Work:	37 hours per week, 41 weeks
Scale:	Grade 5
Responsible To:	Senior Faculty Leader - Science
Responsible For:	Providing a high level of technical support service within the Science curriculum area.

The responsibilities relate to:

- a. Ordering, maintenance of stock levels and preparation of materials for the curriculum**
 - b. Maintenance of laboratory equipment**
 - c. Assistance to support the delivery of the Science curriculum**
 - d. Other**
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- a. Ordering, maintenance of stock levels and preparation of materials for the curriculum**
 - Maintain stock levels and records, ordering equipment / consumable goods in liaison with teaching staff.
 - Prepare standard materials, chemicals, solutions, equipment and other learning resources for the preparation of samples, the operation of equipment and the collection of data, and advise on basic materials and techniques.
 - Develop and operate administrative systems in relation to the technical aspects of the department
 - Assist with the distribution of goods and equipment.
 - Comply with Health and Safety guidelines for the use and storage of chemicals.
 - b. Maintenance of laboratory equipment**
 - Maintain and check on an annual basis, an inventory of equipment.
 - Issue and receive equipment maintaining booking systems and checking equipment before being returned to store.
 - Ensure that equipment / apparatus is kept clean and in good condition.
 - Undertake minor repairs, maintenance and modification to equipment, making arrangements for major repairs to be carried out as necessary.
 - Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
 - Keep work places and storage areas clean and tidy.
 - c. Assistance to support the delivery of the Science curriculum**
 - Set up equipment in rooms for demonstration purposes as required.
 - Classroom support during practical lessons, if necessary
 - Maintain and administer ICT equipment for Science.
 - Assist in the development of curriculum projects.

- Advise on the operation and technique in the use of equipment / materials.
- Ensure a safe, clean and tidy working environment complying with Health and Safety working practices.
- Assist in the display of student's work within the science area.

d. Other

- Ensure the effective and efficient service delivery by staff employed in providing a technical support service.
- To assist with the basic training, appraisal and development of staff.
- Provide general support where appropriate to the staff of the school.
- Other duties as may be reasonably required in agreement with the Headteacher.

Signed: (employee)

Signed: (employer)

Date:

Date: