



Job Description

Post title:	Science Technician (Physics)
Responsible to:	Senior Technician/Head of Department
Grade:	5 – SCP 5 £23,500 FTE (Actual Salary £21,837)
Hours:	37 hours per week, 8am – 4pm Monday to Friday Term time only plus 3 weeks inc Inset Days (48.32 paid weeks per year)

Purpose of the Post:

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. To support a variety of teaching activities, including more advanced work with post-16 examination courses.

Main responsibilities and duties

To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.

Under the general direction of the Senior Technician/Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.

To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.

To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).

To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.

To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.

To maintain appropriate records for the control and allocation of relevant equipment and resources.

To undertake ordering and stock allocation activities and maintain appropriate records.

To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.



To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.

To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.

Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

Most activities will be undertaken without direct supervision.

Key contacts & relationships

Daily interaction with teaching staff, pupils and other support staff.

Some contact with external suppliers and contractors, as required.

Decision making

Deciding when to intervene in pupil activities for instruction or safety purposes.

Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

Resources

Protective clothing will be provided and must be worn at all times.

The postholder will have responsibility for the proper use and safekeeping of chemicals, toxic materials, equipment and resources.

Some lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

Working environment

Duties will normally be undertaken within classrooms, laboratories or workshops in the school.

Carry out any other appropriate duties within the context of the post as directed by the Headteacher