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| **Job Description** |

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| **Job Title: Science Technician** |
| **Academy Name:** EBN Academy |
| **Location/Address: 10 High Street, Castle Vale –Birmingham /1580 Coventry Road, Yardley, Birmingham B26 1AL** |
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| **JOB DESCRIPTION**  **To support the Academy with effective teaching and learning and to contribute fully to delivering the Academy Development Plan.**    **JOB PURPOSE**    a)      To provide support to the teaching staff within the Science Department  b)      To contribute towards the provision of an effective technical service throughout the Academy Science Laboratories    **1.       DUTIES AND RESPONSIBILITIES**    1.       Perform duties in an efficient and safe manner to ensure that an effective technical service is maintained throughout the Academy Science Laboratories  2.       To attend relevant training courses as required to ensure safety within the Science Department  3.       Assist with Risk Assessments on all substances contained in the schemes of work to ensure that experiments are performed safely.  4.       Assist with development of new technical initiatives in response to changes in the national curriculum and give help and advice on technical skill requirement to perform experiments as a complimentary role to Teaching staff.  5.       Work on own initiative to ensure the day to day practical demands of the Science Department are met  6.       Assist Science Teachers with regard to practical demonstrations/technical assistance during student activities  7.      Maintain and implement the systems needed to enable the smooth running of the Department with regard to technical support  8.       **Maintenance of**  a.       Stock Control – identifying stock to replenish, placing and processing orders, liaising with the Head of Science and the Finance department as appropriate  b.      Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure  9.       Assist with annual stock-taking within the Science Department  10.   Preparation of materials/samples for both class work and examinations  11.   Preparation, dilution of chemicals following appropriate symbols referring to CLEAPSS HAZARDS  12.   Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure and to ensure correct sterilisation procedures for disposal  13.   Maintenance of Aquaria and Flora and Fauna within the Science Department  14.   Construct, test, collect and clean demonstration class and examination apparatus  15.   Build teacher aids, e.g. Light boxes, feeler boxes, models with direction from teaching staff  16.   Carry out safety checks in accordance with laid down instructions and codes of practice  17.   In the event of a chemical spillage, ensure to liaise with the Premises Supervisor and Cleaning Manager that laboratory floors, walls, benches, equipment and fittings are properly cleaned  18.   Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards  19.   Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice and also Safe disposal of sharps and broken glassware using appropriate methods such as sharps and glass bins respectively  **20.   Ensure the:**  a.       Preparation and clearing away of apparatus and materials  b.      Teaching staff are aware of the dangers of leaving equipment in an unsafe condition  e.g. Breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur  **21.   Assembling material for:**  a.       Cataloguing  b.      Stocktaking  22.   To be responsible for the repair and recovering of textbooks  23.   To assist with exhibitions and displays for Science class rooms as well as open days.  24.   Where applicable issue audio visual equipment, files and aids as required  **25.   Repair to equipment:**  a.       Simple repairs to equipment/apparatus  b.      Manufacture simple replacement parts as required by the Science Department  c.  Where repairs to equipment cannot be done on site, arrange for delivery and collections with relevant repair workshops.  26.   The use of PC/WP Keyboard to input, amend and delete as may be required when carrying out normal duties  27.   Such other duties as may be commensurate with the grade and nature of the post    **3.    OTHER DUTIES AND RESPONSIBILITIES**    1.       To perform such other duties as the Principal, or her delegate, may from time to time determine commensurate with grade  2.       To promote equality, diversity and inclusion and demonstrate this within the role  3.       All staff are expected to be committed to the Academies Equal Opportunities policy  4.       East Birmingham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment  5.       All staff have a responsibility for promoting and safeguarding the welfare of children and young people that they are either responsible for, or come into contact with  6.       To ensure all tasks are carried out with due regard to Health and Safety  7.       To undertake appropriate professional development including adhering to the principle of performance management  8.       To adhere to the Confidentiality and Health and Safety Policies and to any relevant Internet Code of Practice  9.       To adhere to the ethos of East Birmingham Academy  a)      To promote the agreed vision and aims of the Academy  b)      To set an example of personal integrity and professionalism  10.   Attendance at staff meetings as appropriate  11.   Co-ordinate the cover work during staff absences.  12.   Administer internal examinations and assessments for the science department.  13.   Purchase any additional consumables/resources as and when required.    **4.  SUPERVISION RECEIVED**    a)      Supervising Officer: Head of Department **/ Senior Science Technician.**  b)      Level of Supervision:         Left to work within established guidelines subject to scrutiny by supervisor    **5.  SUPERVISION GIVEN**    None  **6.  LIAISON WITH**    a)      Teaching Staff, Support Staff, Students      **7.  REVIEW**    a)      This job description will be subject to annual review. It may be amended at the request of the Principal, Line Manager or post holder after consultation    Post holder Signature: ..................................................................................    Date of Signing: .............................................................................................    Line Manager Signature: ..............................................................................    Post  Title: .......................................................................................................    Date of Signing: ............................................................................................. |

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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |