

**MATRIX ACADEMY TRUST**  
**Job Description – Science Technician**

Reports to:	Director of Learning
Arrangement Salary:	5 days 37 hours a week TT Only Grade 3 Spine Points 9-12
Main Purpose:	<p>Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the school, assist teaching staff in providing safe areas for students and teaching staff. The Science Technician will provide technical support to the departments, by the preparation of tools, equipment and materials for lessons.</p> <p>The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.</p>
Main Activities:	<ul style="list-style-type: none"> <li>• Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.</li> <li>• To ensure equipment and electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use.</li> <li>• To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Being responsible for the safe working of appliances.</li> <li>• Where applicable, to undertake routine 'resource' tasks, as determined by the needs of the Department.</li> <li>• To assist in maintaining records of apparatus and materials, including inventories and records of breakages.</li> <li>• To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.</li> <li>• Monitor and manage stock cataloguing resources and undertaking audits as required</li> <li>• Purchase of consumables from local shops as required.</li> <li>• To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.</li> <li>• Maintain a safe and clean working environment at all times.</li> <li>• Provide support and assistance to the classroom teacher during practical lessons.</li> <li>• Work on your own initiative as well as a member of a team.</li> <li>• Plan and prioritise your work effectively.</li> <li>• Assist in the organisation and presentation of the Science Rooms.</li> <li>• Assist with the supervision of pupils out of lesson times, eg clubs, visits and extra-curricular activities organized by the department.</li> <li>• To ensure that science rooms and equipment are kept clean and tidy science room safety regulations are met, including checking equipment for safety, cleaning, and advising students on safety aspects of particular practical work.</li> </ul>

Support:	<ul style="list-style-type: none"> <li>• To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.</li> <li>• The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment.</li> <li>• To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.</li> <li>• To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.</li> <li>• Advising staff on safety issues and trialing practical work where necessary.</li> <li>• To assist in maintaining all safety equipment used by technicians, teaching staff and pupils to the highest standard.</li> <li>• To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of Technology</li> <li>• To ensure that any debris or spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.</li> <li>• Maintenance of the class rooms and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.</li> <li>• To complete the annual PAT testing of the school.</li> <li>• To undertake First Aid training.</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the trust.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings as required.</li> <li>• Participate in training and performance development as required.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> </ul> <p>Any other duties as directed by the Headteacher</p>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....