



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Science Technician	Salary Grade: Point Range	C 8-14
Location:	Lode Heath School	FTE Salary:	£20,852 – £23,484
Department :	Science	Weeks:	39 per year
Responsible to:	Senior Technician Subject Leader Associate Headteacher	Hours:	37 per week

JOB PURPOSE

- To provide technical support for teaching staff within the Science Department.
- Maintain excellent standards of Health and Safety in relation to the technician service.
- To support the ethos of the School by supporting the general purpose and well-being of the pupils where possible.

WORK PERFORMED

- To prepare equipment for use in practical science lessons.
- Clearing away and maintenance of equipment and facilities.
- To assist with the routine care of plants.
- Maintain Health and Safety regulations and assist in the preparation of risk assessments in conjunction with the Senior Technician and Subject Leader of Science.
- General filing and recording of pupils' test scores.
- Setting up of visiview, televisions and computer-based experiments or demonstrations.
- Preparation and collation of test papers for the department.
- Ordering and receiving of stock, maintaining records of orders out and goods in.
- Photocopying as required.
- Take joint responsibility for the technical service in the event that the senior technician is absent.

PEOPLE RESPONSIBILITIES

NA

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

FINANCIAL RESPONSIBILITIES

NA

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

To assist in the maintenance and upkeep of science laboratories and equipment.

TRAINING AND DEVELOPMENT

- The School is committed to personal and organisational development of the individual.
- The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit www.lodeheathschool.co.uk/gdpr.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: Sept 2021