



The Clarendon Academy, Frome Road, Trowbridge, Wiltshire

Job Description

Job Title: Science Technician

Scale: Hours of work: 32.50 a week Part time, Monday to Friday 8am to 3pm, term time only.

Job Purpose: To organise the practical requirements for up to 7-9 teachers. His/her main responsibility will be the preparation of practical materials and solutions for KS3, KS4 and KS5 for all areas of Science practical work. To assist with the provision of learning resources throughout the school.

Responsible to: Head of Science

General tasks:

Prepare and provide all equipment and resources for lessons in Physics/Chemistry/Biology

Advise and help teaching staff to best use equipment/chemicals provided safely by demonstration and construction of equipment, and where needed, making up of chemicals

Create and maintain equipment and resources for lessons in a user friendly form ensuring all in a safe working order and with chemicals, Hazard cards and Risk Assessments

Clear away apparatus and materials, ensuring lab is left clean, tidy and safe. Store and dispose of all equipment and chemicals safely

Maintain all science equipment in good/safe working order, repairing as necessary or organising repairs by third party if beyond own competence. Submit all electrical equipment for PAT testing at required intervals

Manage the ordering of all consumable stationary for the department and order consumables as required to deliver science reports

Assist with the day to day running of the class laboratories, ensuring all is left safe/clean for staff and pupils

Administer the exam papers ensuring enough available for all school year groups

Check first aid boxes and restock where required

Guide novice teachers and cover teachers on how to best use equipment available

Other duties:

The postholder may be required to perform duties other than those specified in the Job Description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify a re-evaluation of the post. Where a permanent and substantial change to the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

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All appointments subject to satisfactory references, DBS and Medical checks