



Job Description Job Title: Science Technician

Accountable to:	Faculty Leader of Science	Post type:	Permanent, Part time
Salary/Grade:	Band D SCP 4 - 5	Actual Salary	£14,119.68 - £14,343.01
Hours Of Work	25 hours a week, 39 weeks per year. Term time only plus Teacher Training Days		
Liaising with:	Faculty leaders, students, staff		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children
- Undertake any necessary professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Purpose of the role

- To support teaching staff to meet the academic, pastoral and other needs of students within science, thereby maximising the experience and achievement of each student
- To provide assistance and information as required in the preparation of resources for practical lessons that meets both the health and safety standards and the requirements of the classes involved.
- To ensure a healthy and safe work environment through the routine maintenance of equipment and prep rooms.

Main Duties and Responsibilities

Working under direction and instruction, liaising closely with teaching and support staff in ensuring safe practices are observed at all times, to:

- Organise and prepare materials and equipment as required by the subject teacher prior to lessons (training will be provided)
 - Setting up apparatus and equipment for classes
 - Delivering equipment and materials to classes
- Maintain equipment and science classrooms by
 - Ensuring classrooms, storage and preparation rooms are clean, tidy and organised so they are safe environments to work and teach in
 - Servicing and repairing equipment and learning material
 - Monitoring and maintaining stock and records to prevent theft, abuse or misuse of materials; and informing the faculty leader when further supplies of resources are required
 - Recording breakages and loans, in accordance with school policy, and assisting with department filing, including maintenance of up to date catalogues and price lists.



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- Checking goods delivered against orders and storing appropriately; carry out stock taking and inventory checks
 - Preparing materials/resources for lessons, activities, demonstrations and exams, as instructed
- Ensure that all health & safety requirements are met and records maintained including equipment checks, risk assessments and COSHH
 - Safely treating and disposing of used materials
- Assist teaching staff with student supervision during practical lessons, where appropriate
- Instruct students on use of specialist equipment and assist them with operation of such equipment
- General duties:
 - Assist with administrative duties (photocopying, filing, inputting data) and undertake basic record keeping, as required
 - Liaise with cover staff to ensure work set is issued
 - Assist with the organisation of open evening activities
 - Support extra-curricular activities, such as trips and visits
 - Assist teaching staff in promoting and raising the profile of the science faculty

Continuing Professional Development

- Take responsibility for personal development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development, as identified

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies

This job description may be reviewed and be subject to amendment or modification 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.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).