1.0 Job Purpose:

1.1 To provide effective & efficient technical assistance to teaching staff within the relevant department.

2.0 Duties and Responsibilities:

2.1 Under the direction of the appropriate line manager provide practical assistance and information to teaching staff relating to:

2.1.1 Prepare equipment for lessons as appropriate.
2.1.2 Clear and tidy equipment after lessons and store safely.
2.1.3 Comply with necessary conditions for an effective and safe working environment.
2.1.4 Photocopying for the Science Department as required.

2.2 Undertake routine checks and maintenance of equipment within standard operating procedures.

2.2.1 Comply with necessary conditions for an effective and safe working environment.
2.2.2 Assist with availability of resources.
2.2.3 Prepare materials in response to requests.

2.3 To provide general assistance in the safe storage, transit and accessibility of equipment and materials including:

2.3.1 Monitoring and reporting stock levels.
2.3.2 Assist with availability of suitable materials and equipment.
2.3.3 Helping to compile orders and liaise with line manager.
2.3.4 Update the information systems as required.
2.3.5 Care of plants and animals in the department.

2.4 Assist in the routine maintenance and cleaning of equipment and materials including the safe disposal of used materials within school H & S policy.

2.5 Contribute to a safe working environment by undertaking continuous professional development.

2.6 To take part in the school’s professional development programme.

2.7 Such other duties as may be commensurate with the grade and nature of the post.
2.8 To perform other such duties as the Headteacher may from time to time determine.

2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.10 To ensure all tasks are carried out with due regard to Health and Safety.

2.11 To undertake appropriate professional development including adhering to the principle of performance management.

2.12 To adhere to the ethos of the school
   2.12.1 To promote the agreed vision and aims of the school.
   2.12.2 To set an example of personal integrity and professionalism.
   2.12.3 Attendance at appropriate staff meetings and parents evenings.

2.13 Ability to use computers.

2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF WASHWOOD HEATH MULTI-ACADEMY TRUST'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED.

3.0 Supervision Received: Head of Science

3.1 Supervising Officer’s Job Title: Head of Science

3.2 Level of Supervision
   3.2.1 Left to work within established guidelines subject to scrutiny by Supervisor.

4.0 Special Conditions:
4.1 From time to time the post holder may be asked, by negotiation, to work outside the contracted hours.

4.2 The post holder will normally take annual leave during school holiday periods.

5.0 Amendment
5.1 This job description may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed once agreement can be reached.

6.0 Complaints
6.1 If following review amendment cannot be reached, the appropriate procedures should be used for the settling of disputes.

Science lab technician gr2 job description 2016
Washwood Heath Multi Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.

Successful candidates will need to undertake an enhanced DBS check.
<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be able to work on own initiative, meeting deadlines.</td>
<td>Have experience of working in lessons, supporting science staff, especially using data logging.</td>
</tr>
<tr>
<td>Be able to work effectively as part of a team.</td>
<td></td>
</tr>
<tr>
<td>To have knowledge on safety aspects for use and storage of chemicals and apparatus.</td>
<td>Be able to advise science teaching staff about equipment, chemicals and safety.</td>
</tr>
<tr>
<td>Help with organisation of apparatus and chemicals for lessons on daily basis, both putting out and clearing away after lessons.</td>
<td></td>
</tr>
<tr>
<td>Be able to help to maintain records of chemicals and apparatus and help with ordering.</td>
<td></td>
</tr>
<tr>
<td>Be able to assist with preparation of resources and equipment as needed by science staff.</td>
<td></td>
</tr>
<tr>
<td>Be prepared to work as required with primary school and other activities related to Science Status Bid.</td>
<td></td>
</tr>
<tr>
<td>Have effective written and oral communication skills.</td>
<td></td>
</tr>
<tr>
<td>To be able to maintain numbers of photocopied sheets needed by the department.</td>
<td></td>
</tr>
<tr>
<td>Stamina, punctuality, cheerful disposition and very good attendance.</td>
<td></td>
</tr>
</tbody>
</table>