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| Post Title | Science Technician |
| Responsible to | Head of Science |
| Responsible for | To work with teachers to manage the provision of technical support for learning activities, working with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for students. |
| Contract Type | Term Time + 10 days |
| School Type | The School is a publicly funded independent secondary school for students aged 11 to 16. |
| Grade | Grade 5 (points 18-22) |
| Disclosure Level | Enhanced |
| Main duties and responsibilities | <ul style="list-style-type: none"> • Take a lead role in planning, developing and organising equipment, systems, policies and procedures for Science • Advise teaching staff on technical support to meet curriculum requirements. • Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and students. • Manage, support and develop other technical support staff, ensuring they have required skills to provide technical support for teachers. • Develop and implement plans to safely and securely store allocated resources/materials/equipment. • Update records, including production of reports and analysis of information for the department. • Manage the budget for the purchase of technical materials and equipment and undertake regular audits of resources. • Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards. |
| Expectations | <p>There is an expectation that all adults who work at Belmont Community School will:</p> <ul style="list-style-type: none"> • Create opportunities to support the school vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the school uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the school enrichment programme. |
| Additional Duties | <ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Headteacher. |

Belmont Community School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| SIGNED (Line Manager) | |
| SIGNED (Post Holder) | |
| Date (to be reviewed) | |