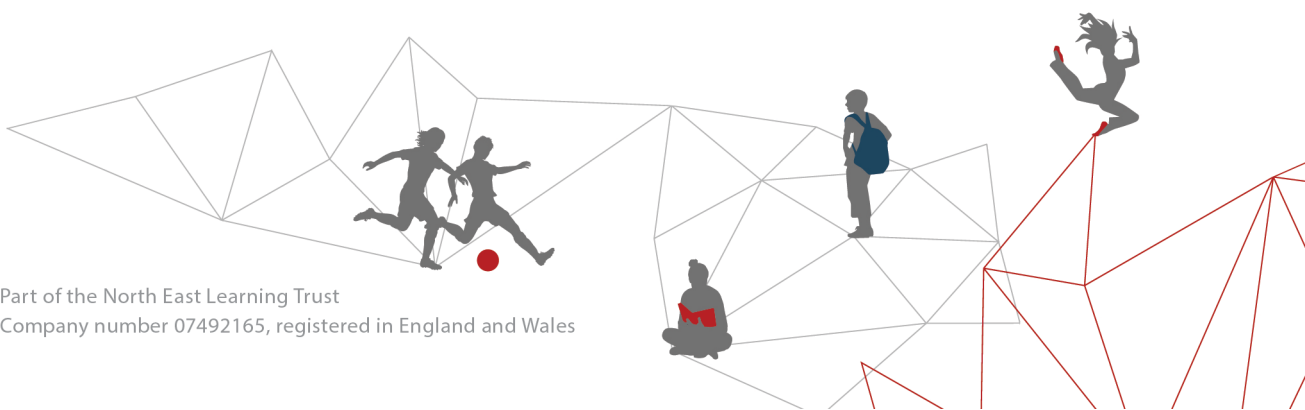


Job Description

Post: Technical and Curriculum Science Assistant

Main Duties

1. To advise and support Science staff in all aspects of their work, for example, supporting students in class, preparation of teaching and practical materials and displays, updating records, including production of reports and analysing information.
2. To ensure the maintenance of safe working environments within the Science prep room and Science laboratories and ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils.
3. To ensure COSHH regulations relating to the maintenance, storage and preparation of chemicals and equipment are adhered to
4. To set up necessary equipment in teaching rooms as required and return equipment to the prep room and store securely
5. To manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers.
6. To assist in the monitoring of stock and ordering of materials in consultation with the Head of Science
7. To support the Head of Department with the day to day administration in order to facilitate the smooth running of the department.
8. To work with individuals/groups of students in order to facilitate their learning at Key Stage 3 and Key Stage 4.
9. To support the planning and delivery of extra curricular activities in the department this may involve working with and also in partner feeder schools and liaising with partners in both education and business
10. Participate in department and whole school meetings/CPD as required.



11. Carry out other duties allocated by the Head of Science.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post is subject to enhanced disclosure, the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.