JOB ROLE:	**Science Technician**
PAY BAND:	**4**
HOURS:	**32.5 per week/40 weeks per year (term time only plus one week)**
REPORTS TO:	**Trust Director of Science**

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Mayfield School and its Academy Committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purpose:

To provide the skills and expertise to support teaching and learning within the Science Department and utilise those skills to assist with the other needs of the school.

To be a tutor and play an active role in the contribution to their House ethos.

Accountabilities:

1. Set up demonstration equipment, prepare and construct materials/equipment, physical demonstration/operation of equipment for members of staff when this requires the application of acquired skills within the Science Department.

2. Undertake duties in specific practical areas as specified by the Trust Director of Science or Second in Department regarding the following areas:

   a. Setting up demonstration experiments and class apparatus.
   b. Maintenance and care of stock and equipment with consideration to current Health and Safety regulations.
   c. Constructional work including making some ancillary equipment for teaching aids.
   d. Physical demonstration of experiments/operation of equipment to members of staff where this requires the application of acquired skills.
   e. Carry out risk assessments for technician activities.

3. Assist in providing continuous support and advice on safety to students during practical work.

4. Control and safe storage of materials including all chemicals, flammables and specialised solutions in accordance with COSHH and Portsmouth City Council Health and Safety Regulations.

5. To provide the efficient operation of all technical and/or audio-visual services including computers and associated equipment.

6. Keep the prep room and labs tidy.

7. Wash glassware and equipment.

8. Clear away all apparatus and equipment.

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9.   Assist with the departmental shopping and photocopying.

10.   Assist with display work within the classrooms.

11.   Look after the plants required for experiments.

12.   Visit the Craft Bank.

13.   Assist with the ordering and maintenance of stock ensuring best value for the school.

14.   To be a form tutor and play an active role in promoting their House ethos.

15.   To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.

16.   To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.

17.   To participate in the Personal Development curriculum for our students, leading events as required.

18.   To participate professionally in own line management meetings, appraisal review meetings and team meetings.

19.   To promote students wellbeing by undertaking supervision of students during break times as timetabled on a daily basis.

20.   To attend staff meetings, as published annually in the whole school diary.

21.   To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.

22.   To take responsibility for your own wellbeing.

23.   At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

signed: _____   date: _____

signed: _____   date: _____

Mayfield School: Science Technician