

**BOURNE COMMUNITY COLLEGE**

**Science Technician**

It is essential that all staff actively promote the aims of The College –

* To ensure every student develops their potential to flourish and be successful
* To have high expectations of all staff and students
* To respect all those in our community locally, nationally and internationally

All members of staff are required to participate in the College’s appraisal scheme.

**Reporting to Line Manager**: Senior Science Technician and Leader of Science

To assist in the co-ordination and the use of practical resources and facilities, providing assistance and advice in meeting the practical needs of the department.

**Duties will include**:

1. To provide technical support and advice to teaching staff to enable them to deliver good quality lessons, assisting in the classroom, possibly with small groups, for practical projects where possible and ensuring all resources, including software packages are used to their full potential.
2. To ensure health and safety is compliant within the science department by

a. Actively contributing to the assessment, monitoring, and review of health and safety procedures and information resources.
b. Keeping up to date with current procedures and practices through Continuing Professional Development.
c. The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
d. The healthy and safe storage and accessibility of equipment and materials.

1. To support the Senior Science Technician in ensuring the availability of suitable materials and equipment, by preparing resources, assembling apparatus, compiling orders, undertaking regular stock takes, replacing equipment, as required and sourcing resources in line with best value principles.
2. Under the guidance of the Senior Science Technician ensuring that both routine and non-routine tasks, such as cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
3. To be responsible for promoting your own professional development through training.

The post holder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.

November 2019