

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Senior Science Technician
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise &amp; Innovation and Mathematics.</p> <p><b>Setting up classroom equipment, materials and demonstration experiments:</b></p> <ul style="list-style-type: none"> <li>• To oversee the work of laboratory technicians. Prepare apparatus and equipment, make up solutions and set up teaching areas in advance of science experiments, investigations and examinations.</li> <li>• To assist teaching staff in the delivery of practical lessons to students when required.</li> <li>• During lessons, remaining on stand-by in classroom, laboratory, or preparation room to be available to support teacher and assist with materials and demonstration of experiments when needed.</li> <li>• Contributing to the planning and delivery of after school clubs, if required.</li> <li>• Regularly showing/teaching other staff how to carry out certain experiments or operate equipment, where this requires application of acquired skills.</li> </ul> <p><b>Construction and Repair</b></p> <ul style="list-style-type: none"> <li>• To create/repair models, tools and visual aids that support students' individual learning styles and assist teachers in the delivery of their lessons.</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• To ensure maintenance and servicing of science machinery, equipment and apparatus to ensure equipment is clean, tidy and ready for use.</li> <li>• Conducting periodic safety checks on equipment and materials.</li> <li>• Storage of equipment and hazardous materials (eg. Labelling boxes) and maintaining records.</li> <li>• Care &amp; maintenance of animals and plants in the Science Department, if required.</li> </ul> <p><b>Stock control</b></p> <ul style="list-style-type: none"> <li>• To monitor and control supplies of stock within the Science department to ensure materials, equipment and components are managed.</li> <li>• Carry out annual inventory of all chemicals and equipment prior to ordering.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• To undertake general administrative tasks on behalf of the Science Department acting as an effective and efficient support person.</li> <li>• Carrying out photocopying of resources when appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>Review of new and existing schemes of work, availability of equipment and come up with the final version</li> </ul> <p><b>Display</b></p> <ul style="list-style-type: none"> <li>To assist with departmental displays in close liaison with science teaching staff to help create a conducive and inspiring teaching and learning environment.</li> </ul> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<b>Reporting to:</b>	Head of Science
<b>Liaising with:</b>	External agencies as appropriate, Assistant Vice Principal – Curriculum, Vice Principal, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Performance Management process.
<b>Section Two</b>	
<b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor’s vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Self Development</b>	<ul style="list-style-type: none"> <li>To continually seek development opportunities to improve personal performance</li> <li>Vice Principal is advised of training needs.</li> <li>Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>To act as a professional and positive ambassador for the academy in order to support the academy’s mission and profile</li> <li>Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes</li> <li>Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.</li> </ul>
<b>Policy promotion</b>	To actively promote the academy’s Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.

<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.