



THE CORBET SCHOOL

Job Description – Science Technician

GENERAL INFORMATION

Under the direction/instruction of senior department staff, provide general support to staff and pupils, including the preparation and routine maintenance of resources and equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for pupils

- Support pupils in accessing learning activities as directed by the teacher

Support for the teacher

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils
- Provide clerical/admin. support e.g. photocopying, printing, display, collection and recording of money, stock ordering and distribution, etc.
- Assist in the development of lesson/work plans, administration of coursework, work sheets etc.

Support for the curriculum

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of everyday equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of everyday equipment in accordance with instructions

Support for the school

- Monitor and arrange orderly and secure storage of supplies
- Maintenance of everyday equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Operation of everyday equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in self-development and training opportunities and share best practice with colleagues in order to develop individual and team potential.

Any other duties that would reasonably be expected of the post holder.