



## Science Technician

### Job Description

<b>Grade:</b>	Spine point range 3-4
<b>Hours of Work:</b>	32 hours per week x 39 weeks per year
<b>Responsible to:</b>	Senior Science Technician Director of Science
<b>Main scope of job:</b>	To be responsible for providing technical support to the Science Department

### DUTIES AND RESPONSIBILITIES

To work as part of a team providing technical support to Science classes in Key Stage 3 and 4 and provide specialist support for KS5 Science.

### Main Responsibilities for Scale

1. Responsibility for the preparation of apparatus, materials, solutions and setting up equipment and apparatus for use in KS3 to KS5 practicals including practical examinations and assessments as directed by the senior technician.
2. Responsibility for setting up visual equipment and data logging apparatus required for teaching and assisting teachers and pupils.
3. Responsibility for assisting in practical classes at the direction of the Senior Technician when required.
4. Maintaining stock levels in all areas and notifying the Senior Technician of shortages.
5. Responsible for delivering equipment to rooms, retrieving and clearing away apparatus.
6. Constructing and modifying apparatus.
7. Trialing practical activities.
8. Disposing of waste laboratory materials as directed by the Senior Technician.
9. Responsible for tidiness of laboratories and prep rooms, at the direction of the Senior Technician, including:
  - a. Ensuring the maintenance of conditions within the regulations set down by the Health and Safety Act.

- b. Ensuring waste laboratory materials, including chemicals and microbiological waste, are disposed of correctly in accordance with established legal guidelines.
10. Responsible for the maintenance of science equipment, at the direction of the senior technician, including:
- a. Carrying out general repairs and maintenance of apparatus and equipment, and complete a maintenance schedule .
  - b. Preparing and renewing stocks, stocktaking and implementing a care and maintenance program
  - c. reporting faults to the senior technician.
11. Keeping up to date with developments in practical science.
12. Keeping up to date with health & safety requirements.
13. Carrying out health & safety checks on laboratories, prep rooms and stores.
14. Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate and reporting findings to the Business Manager when necessary.
15. Any reasonable duty as directed by the Headteacher commensurate with the post

### Person Specification:

Good general education

Good word processing skills and IT competence

Good organisational skills

Good inter personal skills and the ability to relate well to adults and children inside and outside the school

The ability to act on initiative after appropriate training

Flexibility and a sense of humour