

## **SCIENCE TECHNICIAN**

### **JOB DESCRIPTION**

#### **Job Purpose:**

The key accountability in this job are to:

- Provide support for the teachers in Science by setting out and clearing apparatus and equipment for lessons.

**Responsible to: (Staff):** Head of Science

**Important Functional Internal Relationships:** Teaching Staff, Support Staff, Pupils

**Important Functional External Relationships:** Suppliers, Technicians in other schools, LEA, Governors, Science Inspectors

#### **Main Duties/Responsibilities:**

The main duties are to:

- 1 Set out equipment.
- 2 Prepare materials and resources.
- 3 Assist with maintenance of Science Department inventory and records.
- 4 Clear and tidy laboratories and check services are in good working order.
- 5 Care for and maintain Science Department equipment and chemical stocks and stores.
- 6 Care for specific plants and animals in laboratories and, on occasion, around the school.
- 7 Prepare and set out experiments to support delivery of A Level and BTEC courses.
- 8 Undertake any other reasonable duties as required by the Head of Science, or Headteacher.
- 9 Prepare chemical solutions for experiments to 'A' level standard.
- 10 Ordering and monitoring of stock.
- 11 Run and monitor the requisition system (lablogger) for the department.
- 12 Safe disposal of hazardous, chemical and other waste.

May 2023

*'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'*

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### **PERSON SPECIFICATION**

Candidates for the post should be able to demonstrate the following criteria.

#### **Essential Qualities:**

- 1 To have experience of dealing with people – parents, visitors, pupils and staff.
- 2 To have the ability to work under pressure.
- 3 To have the ability to prioritise tasks.
- 4 To be willing to be flexible.
- 5 To have a tidy, organised approach to their work and surroundings.
- 6 To use your own initiative when necessary.
- 7 To be willing to take responsibility, as appropriate.

#### **Desirable Qualities:**

- 1 Some knowledge of Chemistry, Biology and Physics

May 2023