

Torquay Girls' Grammar School



Name:	-
Job Description:	- Science Technician
Salary Range:	- Grade D
Responsible to:	- Head of Department
Job Purpose:	- To ensure timely and effective technician support to the department.

Core Responsibilities

- To prepare, layout sets of equipment and clear up practical equipment and other resources (HAZCARDS) wherever they are used.
- The setting up and management of required practicals as outlined by the Exam Boards.
- To alert teaching staff of any dangers/difficulties relating to items of equipment and the use of chemicals
- To inform the Head of Department of any difficulties that are likely to arise regarding equipment ie breakages or possible shortages.
- To be available during lessons to assist the teacher in the teaching of practical skills.
- Manage the ordering and purchase of equipment, materials and chemicals to support practical work. Including the replenishment of stock bottles and chemical store supplies.
- To assist the Heads of Department to perform their role.
- To support students during practical work and in science extracurricular activities such as lunchtime science club, in collaboration with science teachers.
- To help maintain the subject department's display material, in conjunction with science staff.
- To keep records relating to book or equipment loans.
- To maintain an appropriate stock of exercise books, test papers, worksheet masters etc.
- To produce appropriate printed materials when directed by staff.
- To ensure that information regarding any room changes required within the subject department reaches the staff involved.

Laboratories

- Ensuring the safe function of all equipment used in laboratories, and informing the Heads of Department and Science in the event of anything becoming dangerous.
- To inform the Head of Department of any difficulties relating to the cleaning and general upkeep of the laboratories within the subject area.
- Ensuring that the laboratory is kept well stocked with basic equipment.
- Maintaining an inventory of this stock and any other equipment used in the laboratories within that subject area.
- Maintenance of an easily accessible CLEAPSS hazard list.
- Ordering of replacement/new equipment. Dealing with invoices relating to equipment and/or books, software etc.
- Organisation of appropriate storage for all equipment.
- Repair/maintenance/manufacture of equipment as appropriate.
- Security marking of new equipment.
- Preparation and labelling of chemicals to be used in the laboratories.
- Ensuring safe storage/disposal of toxic wastes, batteries etc.

- Ensuring that the laboratories are left in a safe state at the end of the day.

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGS Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: