

Job Description

JOB TITLE:	Science Technician
GRADE:	SCP 3-4
RESPONSIBLE TO:	Lead Science Technician/Head of Science
Hours:	20-25 hour per week, term time only plus INSET days Monday to Friday (Working hours are flexible within the school day of 8.30am – 3pm)

Role Description

- To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested.

Main Duties:

- To ensure the efficient preparation and organisation of equipment for lessons as required
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur
- The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary, in the required room
- Clearing away when the apparatus is finished with and washing up
- Storing chemical stocks in an orderly and safe manner
- Maintaining apparatus in a usable state and undertaking minor repairs where feasible
- Making up standard laboratory solutions within health and safety guidelines
- Under guidance, becoming familiar with the health and safety implications of all laboratory techniques and chemicals used and advising staff where necessary
- Assisting teaching staff and students in practical work when required
- Undertaking regular stock checks as directed by the lead science technician
- Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department
- To ensure safe storage of laboratory equipment
- To assist teachers in the setting up of equipment
- To assist in preparing lesson materials in other departments from time to time
- To liaise with other departments/school regarding use of additional/specialist equipment
- To refer stock requirements to the lead science technician
- To undertake routine photocopying as required
- To liaise with site team regarding any gas/fume or health and safety issues that may occur
- To assist in ensuring the safe conduct of pupils in the department

Health and Safety

- Carry out risk assessment for technical activities as directed by lead science technician
- To ensure the application of health and safety procedures and to raise awareness of health and safety issues in relation to laboratories

Other Duties

- Support with paperwork including photocopying teaching materials and examination papers as requested
 - Attend trips and visits when required
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job

Contacts

- In all contacts the postholder will be required to present a good image of the school as well as maintaining constructive relationships

Notes

- The Governing Body reserve the right to alter the content of this job description after consultation, to reflect changes to the job and service provided, without altering the general character or level of responsibility
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy