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# Hitchin Boys' School

## Job Description

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**Position:** Science Technician

**Reporting to:** Head Science Technician

**Working hours:** 20 - 30 hours per week (as agreed on appointment)

**Working weeks per year:** Term time only

### **Job Purpose:**

The main purpose of this role is to provide equipment and resources for class practical work, demonstrations, assessments and examinations and supporting teaching staff.

### **Responsibilities include:**

- Set up equipment in a Laboratory for practical lessons/demonstrations
- Safe disposal of chemicals
- Retrieve and putting away equipment
- Deliver practical equipment punctually and tidily
- Generally manage technical activities
- Carry out risk assessments for Scientific activities, prepare equipment and solutions.
- Store chemicals in a safe environment, clearly labelled with hazard signs.
- Work closely with all staff across the Department advising on practical procedures, Health and Safety Regulations.
- Maintain an up to date Inventory of chemicals advising Head Technician of any order requirements.
- Keep stock solutions topped up, labelled clearly and Hazard Labels if necessary.
- Liaising with Staff over the use of equipment and solutions, advising of any problems including safely risks.
- Keep up to date with Training Courses i.e. Microbiology, Health and Safety, Making solutions etc.

These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

**Person Specification:**

- Ideally knowledge of COSHH and CLEAPSS in order to maintain compliance with Health and Safety Regulations
- Team-worker with ability to build effective working relationships with staff and pupils.
- Excellent communication and organisational skills.
- IT Literate
- Quick to learn
- Able to work effectively using own initiative

*The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.*

*This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

Print name .....	Print name .....
(Member of staff)	(Line Manager)
Signed .....	Signed .....
(Member of staff)	(Line manager)
Date .....	Date .....
(Member of staff)	(Line Manager)