

# Magdalen College School

## Job Description

Post Title	Science Technician
Jobholder	
Purpose	To provide technical support to the Science Department
Reporting to	Senior Science Technician
Specific responsibilities of the post	<p>Facilities:</p> <ul style="list-style-type: none"> <li>• Under the overall control of the senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the faculty.</li> <li>• To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> <li>◦ Actively contributing to the assessment, monitoring and review of both health &amp; safety procedures and health &amp; safety information resources</li> <li>◦ Keeping up to date with current procedures and practices through continual professional development</li> <li>◦ The provision of technical advice and support on health &amp; safety issues to teaching and junior technical staff</li> <li>◦ The safe disposal of used materials including hazardous substances and responding to actual or potential hazards</li> <li>◦ The safe storage and accessibility of equipment and materials.</li> </ul> </li> <li>• To assist the senior technician with the day-to-day organisation and development of less experienced staff to ensure that essential performance standards are achieved</li> <li>• To contribute to the design, development and maintenance of specialist resources and/or long term projects.</li> <li>• To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments as and when required. This will include sourcing, costing and suggesting economic alternatives so that stock levels are maintained and to ensure stock records are kept up to date at all times.</li> <li>• Under the (overall) guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, calibration, fault finding and rectifying of equipment is carried out to the required standard.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>• Preparations of resources, assembling apparatus.</li> <li>• Obtaining materials by local purchase.</li> <li>• Giving technical advice to teachers, technicians and students.</li> <li>• Carrying out risk assessments for technician activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assisting in practical classes, carrying out demonstrations.</li> <li>• Keeping up-to-date with health &amp; safety requirements.</li> <li>• Giving health &amp; safety advise to technical staff, teachers and students.</li> <li>• Disposal of waste materials.</li> <li>• Keeping up-to-date with developments in practical science.</li> <li>• Checking fume cupboards, pressure vessels, first aid kits,</li> <li>• Carrying out electrical safety checks.</li> <li>• Organising and storing chemicals and equipment.</li> <li>• Organising and supervising trainee technicians as required.</li> <li>• Constructing and modifying apparatus.</li> <li>• Setting up and caring for plant and animal collections.</li> <li>• Checking stock, ordering where required.</li> <li>• Keeping stock records.</li> <li>• Maintaining resources</li> <li>• Collecting, checking and returning equipment to stores.</li> <li>• General laboratory cleaning of fixed equipment.</li> <li>• General maintenance and repair of equipment.</li> </ul>
Responsibilities as a member of staff	<ul style="list-style-type: none"> <li>• To ensure that the safety and welfare of all students is given priority at all times</li> <li>• To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>• To ensure an appropriate individual response to whole school priorities</li> <li>• To engage actively in the Performance Management Review Process</li> <li>• To implement all school policies</li> <li>• To attend all meetings as directed</li> <li>• To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ul>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities</li> <li>2. Committed to the ethos of Magdalen College school</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their professional knowledge and skills.</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community</li> </ol>

Signed ..... staff member

..... line manager

Date .....