



SCIENCE TECHNICIAN

JOB DESCRIPTION

Line Managed by:	Senior Science Technician/Head of Science
Line Manager for:	N/A
Salary Scale:	NJC Scale 4
Hours:	36 hours, 39 weeks per year (term-time only) no holiday may be taken during term-time. (some out of hours working may be required)
Annual Leave:	School Holidays only
Contract	Permanent

Job Purpose

To maintain supplies and stocks of equipment to a high standard, prepare materials for science lessons and ensure a foundation of excellence for the science faculty, with a focus on sixth form. To maintain teaching laboratories, preparation rooms and equipment in a safe and efficient state, in accordance with statutory regulations and the Schools' Health & Safety Policy.

Key Responsibilities

- To ensure that laboratories and Prep room are kept tidy and in a suitable state for carrying out practical experiments. This will include cleaning and maintaining apparatus and glassware in cupboards and drawers. Some cleaning of bench surfaces and sinks will be necessary after practical sessions to prevent chemical or microbiological contamination.
- To liaise with the 6th Form teaching staff checking the science area requisitions for the apparatus needs of lessons and ensure that equipment is in working order.
- To prepare and set out materials and equipment for staff demonstrations and student experiments, as requested by individual teaching staff across the school.
- To maintain sets of apparatus in storage cupboards and drawers.
- To support teaching staff in working with students on specific projects – this may involve the construction of special equipment and preparation of chemicals.
- To ensure all invoices are checked, and entered on assets register if appropriate, then forwarded to the Finance Department.
- To control and monitor stocks of consumables and apparatus and re-order with the Senior Science Technician as appropriate, checking orders against invoices and disposal of surplus material or equipment in liaison with areas Course Leaders and the Senior Science Technician.
- To construct simple items of laboratory equipment as required.
- To liaise with teachers in testing and developing new experiments prior to student investigation when requested.

- To be familiar with COSHH regulations for hazardous materials and carry out risk assessments for practical assessments.
- To prepare materials for external practical assessments as required by the examination board, ensuring their security and confidentiality at all times.
- To assist with the running of the external practical assessment as required by the examination boards.
- To attend appropriate courses as and when required and take a full and active role in personal development, e.g. for Technicians, First Aid, Health & Safety and basic Information Technology.
- To assist the Science areas in preparing and setting up exhibits for Open Evenings.
- To liaise with other technical staff as and when appropriate.
- To participate in the Schools' appraisal scheme and be appraised by the line manager on an annual basis.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- To ensure that all other duties that are deemed appropriate by the School are carried out.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.

The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. All Grey Court employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the school and its students.

Job descriptions are subject to change because of the changing environment in which the school operates.