

Job description – Science Technician

Job purpose

To provide laboratory technician support to the Science department, under the leadership of the Head Science Technician.

Specific responsibilities

- Preparing the materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work, including replenishing reagent bottles as necessary.
- Setting up and testing demonstration experiments and ensuring they will work satisfactorily.
- Recovery of residues and the preparation of distilled and deionised water.
- Sterilisation of apparatus.
- Care of animals and plants kept for observation and experimental purposes.
- Cleaning of apparatus, sinks, and general laboratory areas used by teaching staff, and by students if it is considered difficult or dangerous.
- Reporting items for repair e.g. equipment and services.
- Maintaining apparatus and equipment in good working order and carrying out the repairs within the capabilities of the technician.
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments and assisting and devising new practical work.
- Ensuring that the iPad are charged and ready in the appropriate laboratories at the correct lesson time. Also checking that they are in working order and if not, taking them to the ICT department for repair.
- Safe disposal of biological and chemical residues, or other waste materials.
- Inspection, maintenance and correct use of safety equipment.
- Operating an efficient system for stocking, storing, transporting and distributing all items used in the Science department.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc)



- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Keeping label records (alcohols, poisons, flammables, etc...)
- Maintaining a good stock of necessary materials for the construction of scientific apparatus.
- Perform any task or duty under the reasonable direction of the Business Leader and/or the Head Science Technician.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	Evidence of good basic education, equivalent to 5 GCSEs at grade C or above, including English, Maths & Science	A level or Degree in science related subject	Application Form
2. Experience		Experience in a similar role	Application Form / Interview
3. Skills	Planning and Organising – Ability to develop and implement a schedule of works. Good ICT proficiency Good written & oral communication skills		Application Form / Interview
4. Knowledge	Knowledge of scientific equipment		Application Form / Interview
5. Management	Able to manage own workload. Ability to prioritise. Able to show initiative		Interview/Task
6. Aptitude and Personal qualities	Reliable Friendly and approachable Professional Manner Helpful Able to relate well to staff and students		Interview

