



## Science Technician - Job Description

Responsible to	Head Technician / Head of Department
Responsibilities	Technicians should respond to all reasonable requests from the Heads of Science, Head of Department, the Head Technician and staff.

### Procedures for Practical Work

To prepare the practical requirements of the Science teaching staff on a daily basis in time for the appropriate lessons, as set down in the weekly forecast provided by the teaching staff every Friday.

To respond to short notice request or changes, although less than one day's notice may prove to be impractical.

To assist where feasible with the setting up of class demonstration equipment, but not to the detriment of the class needs of other staff.

To be aware of possible double booking of equipment and facilities, and to advise the staff concerned in good time to effect their resolution.

To ensure that pre-ordered equipment is available for the start of lessons either within or adjacent to the designated laboratory, or as necessary. For delivery to floors other than the technician's base, the lift hoist should be used where possible. In these cases the staff involved should arrange for the removal and replacement of the equipment.

To recover and redistribute equipment as appropriate and to check the number of items issued and returned, and to note any breakages for each lesson. The appropriate action for losses and breakages is the responsibility of the teaching staff.

To return all equipment and materials to the designated storage locations, when the associated topic has been completed.

To be available whenever possible in the preparation room while lessons are in progress.

### Stock control

To be generally responsible for the condition and storage of all apparatus

To monitor the stocks of equipment, materials and consumables in advance of their need.

To keep the "Inventory" up to date.

To maintain supplies of stationery, replenishing from stationery store when necessary

To prepare order requests for approval by the Heads of Science and/or Head of Department and to pass them to the Finance Officer for processing. A minimum of two weeks should be allowed between initial order and delivery for routine ordering.

To be cost effective when placing orders, but **not** to sacrifice quality for cost.

To issue the formal orders (signed by the Heads of Science or the Head of Department) and to keep a copy in the departmental file. This copy is used for checking deliveries.

To confirm invoices against deliveries and to return them to the Finance Officer for payment.

To monitor the level of expenditure against the budget allowances for orders and photocopying accounts.

To make local cash sale purchases as required. To keep a record of petty cash, including receipts and expenses as necessary.

#### Departmental routine.

To keep the preparation room and laboratories tidy.

To regularly check the condition of gas taps, electricity sockets, water taps and sinks, fire blankets and sand buckets, and to check and count safety spectacles and standard laboratory apparatus.

To clear benches of possible hazardous materials (both solids and liquids)

To carry out repairs to equipment, if possible, and to do basic equipment manufacturing.

#### Miscellaneous

To carry out duplicating tasks for staff

To collect parcels and post from Front Office and to send out items for posting.

To liaise with cleaners and Site Manager, via log in Front Office, to advise them of any problems.

To be aware of Health and Safety Regulations and to advise on their implementation

To assist with Open Day

#### Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.

- Undertake other reasonable duties related to the job purpose required from time to time.
- This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.