



POST TITLE: Science Technician

SALARY: NJC Scale 3, Term time only 37 hours per week

POST REPORTS TO: Head of Science; Business Manager

POST RESPONSIBLE FOR: The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

To provide an efficient and effective technical support service to the school science department.

Responsibilities

- To ensure all materials, equipment and apparatus is set up ready for practical lessons for demonstrations and to ensure it is retrieved after use, accounted for and returned to store
- To contribute to the testing of new experiments
- To ensure all laboratories and equipment are kept in a safe and tidy manner.
- To do a daily check of all services to ensure correct operation, reporting faults as necessary
- To ensure labs are kept locked when not in use and unlocked for staff as required
- To undertake routine maintenance of general facilities and equipment, reporting faults as necessary
- To carry out stock checks, contact suppliers, place orders for goods and services, check and safely store goods when delivered and chase up late or incorrect deliveries.
- To prepare/manufacture equipment/apparatus/specimens including the manufacture of experimental aids from a variety of materials.
- To obtain either by purchase from local suppliers or from the local environment, various items for use in science practical lessons
- To prepare solutions/reagents for general laboratory and individual use
- To ensure chemical/biological waste is stored and disposed of in a correct and safe manner and to keep accurate and up to date records
- To be responsible for the care of all plants and animals as found in the school laboratories.
- To assist teaching staff in the running of individual practical sessions e.g. GCSE assessments, Science Challenge, intervention sessions etc
- To maintain the departments filing system and photocopying
- To provide administrative support to the department
- To undertake any other duties that may be required

General

- To have responsibility for promoting and safeguarding the welfare of all students
- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by Head of Science

Contacts

Regular: Students, teachers

Supervision

The postholder should be capable of planning and prioritising their own workload referring queries as necessary to the Head of Science

HEALTH AND SAFETY

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after 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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Determination

Honesty

Readiness

Respect

Spark