



JOB DESCRIPTION: Science Technician

LINE MANAGER: Curriculum Leader for Science

SALARY: Technician Scale

JOB PURPOSE

To coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

RECRUITMENT CRITERIA

Whilst there are no essential requirements, it is hoped that applicants will have some experience of working in a school or a relevant scientific environment. It would be particularly useful to have experience of handling chemicals. A qualification in a scientific discipline at A-level (or equivalent) would also be advantageous.

KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook.

Supporting Teaching and Learning

- Ensure that laboratory safety regulations and necessary precautions and requirements are met
- Arrange for the safe disposal of chemical, biological and other scientific waste as directed by the Curriculum Leader for Science, observing appropriate safety and environmental considerations
- Working under the instruction/guidance of the teacher to support and supervise students during lessons
- Ensure that equipment, chemicals and specimens are prepared for practical lessons and examinations, including constructing and setting up equipment as required
- Provide technical advice to teachers and students

- Assist staff and students in the laboratories, including demonstrating equipment and experiments as required
- Liaise with planning teams on a topic by topic basis and maintain a record of their requests.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum
- Assemble and distribute equipment as needed for practical's
- To draw to the attention of the teacher the number of equipment handed out and to check the same number back in

Health and Safety

- Ensure that laboratory safety regulations and necessary precautions and requirements are met
- Arrange for the safe disposal of chemical, biological and other scientific waste as directed by the Curriculum Leader for Science, observing appropriate safety and environmental considerations
- Ensure that laboratories and equipment are kept clean and tidy, including checking equipment for safety and advising students of safety aspects of particular experiments
- Ensure that departmental first aid kits are maintained
- Ensure that checks on electrical equipment are carried out when required and to maintain general equipment in good order
- Carrying out risk assessments for technician activities
- Organise the testing of demonstration experiments
- Ensure and promote the maintenance of a healthy & safe working environment through actively contributing to the assessment, monitoring and review of both health safety procedures and information resources
- Keeping up to date knowledge of laboratory health and safety requirements with respect to scientific materials using CLEAPSS
- Checking fume cupboards, pressure vessels (?) and first-aid kits carrying out
- electrical & other safety checks
- Wash, dry and store equipment after use
- Under the overall guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard
- keep up to date with current procedures and practices through continuing professional development
- Under the overall guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard

Administrative

- Ordering in and collecting scientific material prior to requirement
- Ensure the supply of materials and equipment for classes and external examinations
- Ordering of supplies in accordance with school purchasing policy. Control of stock and annual stock check and the development and maintenance of a computerised stock control system
- Ensure that statutory records of poisons, inflammable liquids, alcohol and dangerous materials are maintained and that all materials are correctly labelled
- Ensure that records of breakages and loans are maintained and that filing, catalogue systems and price lists are kept up to date
- Organise the cleaning and sterilisation of apparatus as required
- Ensure that plants and animals are properly cared for
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information

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- Undertake any other duties of a similar level and responsibility as may be required from time to time
- Attend department meetings
- Assisting the Curriculum Leader Science in preparing the annual budget
- Undertake photocopying as requested
- Stamp, number and record on computer new text-books
- Check book quality yearly and undertake repair and update replacement record

Continued Professional Development

Keeping up to date with current procedures and practices through continuing professional development and the provision of technical advice and support on health & safety issues to teaching and technical staff.

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed