

JOB DESCRIPTION – Science Technician

Any worries or uncertainties which affect your working life should be referred to the Head of Science or to the Principal

1. **Principal responsibilities**

Under the direction of the Principal and Head of Science:-

* You will have duties in the Chemistry and Biology departments working alongside another technician;
* You will have responsibility for Key Stage 3 and A Level Physics;
* You will provide general technician support to the staff and pupils within the Science department.

1. **Specific duties and responsibilities**

* To prepare and organise sets of apparatus and materials for classroom activities, as required by the departmental staff for Biology, Chemistry and Physics experiments;
* To prepare practical lessons and assessments - setting out apparatus and clearing away;
* To store and index apparatus and materials;
* To assist the department staff with the delivery of practical lessons or demonstrate specialist techniques (where appropriate), and under the instruction/guidance of the teacher to support pupils during practical work/demonstrations;
* To assist in devising and maintaining regular inventories of materials and equipment, and conduct regular stocktakes;
* To contribute to the safe working of the department by advising the Head of Science (other technicians etc) of any safety issues or hazards and take reasonable steps to resolve these. In particular, the use of radioactive sources and electrical equipment;
* To obtain materials and equipment from suppliers;
* To attend departmental and technician meetings;
* To assist in the administrative support for the department;
* To photocopy worksheets and test and examination papers;
* To perform other reasonable duties concerning the department as requested by the Head of Science.

1. **General Duties**

* To participate in appropriate meetings with colleagues and parents relative to the above duties;
* To work as required by the Principal and Head of Science for specified days at the end of each term and before the beginning of the next term.

1. **NOTES:**

* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out;
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the post holder;
* You are responsible for exercising care in relation to yourself and those who may be affected by your actions with regard to Health and Safety. Please read the fire notices and if the fire alarm sounds, follow these instructions or any instructions which may be given at that time. Smoking is prohibited when in School or within sight of pupils or when supervising pupils on or off site.

Updated May 2018