**JOB DESCRIPTION**

Job Title: Science Technician

Scale: Grade 3 SCP 12 – 17 (£16,163 - £17,772) pro rata

Responsible to: Head of Department

Responsible for: Providing support and assistance to teaching staff with supply and preparation of equipment and resources

Specific responsibilities will include:

1. Maintain stock levels ordering equipment / consumable goods or notifying Line Manager as appropriate.
2. Maintenance of stock records and indexing of goods and materials.
3. To assist with the operation, maintenance and development of administrative procedures relating to technical duties.
4. Issue and receive goods / materials.
5. Issue and receive equipment maintaining booking system, checking goods both in and out.
6. Minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
7. Ensure a preventative maintenance programme is adhered to so helping to maintain safe working practices and conditions.
8. Set up equipment in rooms for demonstration purposes as required.
9. Adapt to the changing demands of the school curriculum.
10. Prepare standard materials and equipment, chemical solutions and other learning resources and advise on the operation and technique to support various activities in the Science Department.
11. To specialise in science but be prepared to work flexibly across all areas of the school curriculum.
12. To undertake recognised training as necessary in accordance with a planned programme of development.
13. To ensure a healthy and safe working environment and compliance with healthy and safe working practices.
14. Keep work places, store areas clean and tidy.
15. Assist with distribution of goods and equipment.
16. Ensure that equipment / apparatus is kept clean and in good condition.
17. To undertake any other duties as may be determined after negotiation between management, the post holder and appropriate Trade Unions, and commensurate with the grade for the post.
18. When trained, to administer first aid to students as part of the support staff role