



## Science Technician Job Description

**Responsible to:** Head of Science Department/Business Manager

### The Post:

An enthusiastic and motivated Technician is required to join a team of Technicians working to support the delivery of a varied and exciting science curriculum within the school. S/He will have responsibility for developing and co-ordinating the use of resources required for the practical requirements of the entire Science curriculum. S/He will work under the direction of the Senior Science Technician.

### Job Purpose:

The purpose of the role is to:

1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the entire science curriculum, including liaising with teaching staff and support staff outside of the department.
2. Ensure and promote and ensure the maintenance of a healthy and safe working environment through:
  - Actively contributing to the assessment, monitoring and review of both health and safety procedure and information resources
  - Keeping up to date with current procedures and practices through continuing professional development
  - The provision of technical advice and support on health and safety issues to teaching and technical staff
  - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
  - The healthy and safe storage and accessibility of equipment and materials

### Organisational Relationship:

- To be responsible to the Head of Department and the Senior Science Technician or other appropriate supervisor, but works to the requirements of individual teachers on a day to day basis.
- To assist the Senior Science Technician with the day-to-day organisation and development of new members of the technical staff to ensure that essential performance standards are achieved.
- 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.

*Let no day go by in which you do not heroically conquer yourself – Mary Ward*

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## **Operational duties:**

- To support the Senior Science Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and Finance Departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
- To maintain, check, calibrate, repair, test, prepare, and clean, both routine and non-routine, laboratory equipment.
- To organise and maintain efficient storage systems for equipment and materials.
- To prepare and provide equipment for lessons.
- To prepare laboratory solutions.
- To keep up-to-date stock records including preparing lists of replacements as required.
- To assist with completing and collating statistical returns.
- To assist with maintenance of the Science Department administration system.
- To undertake reprographic work as required.
- To deputise for the Senior Science Technician as required and take a lead role in the specialist or subject area as required.
- To undertake such other duties as may reasonably be determined by the Headteacher.
- The above job description identifies major duties and responsibilities but does not intend to list every task within the scope of the job.

## **Health and Safety:**

- To ensure that all staff in the subject area comply with safety rules and procedures relevant to the subject and whole school
- To report promptly to the Headteacher any issues which may/have led to a breach of regulations

This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher or her/his representative.

**Hours:** 37 hours per week, 8.30am to 4.30pm Monday to Thursday inclusive, 8.30am to 4.00pm Friday, with 30 minute lunch-break.  
(There may be some flexibility in terms of starting and finishing times within the scope of the needs of the Department and the work of the other Technicians)

Term Time Only

Salary Scale: 3 14-17 £17,681 - £18,672 pro rata pa

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.