



JOB TITLE: Science Technician		Adapted from Lincs County Council JEM 01-178
REPORTS TO: Head of Science		
1.	PURPOSE OF JOB:	
	To provide technical support in the Science Department	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	To prepare and clear away scientific experiments as part of science practical lessons or demonstrations
	ii.	To maintain and store apparatus, materials and chemicals
	iii.	To assist in control of stock, including ordering where necessary and liaising with suppliers
	iv.	Construct and repair equipment as necessary
	v.	Maintain safety in teaching and preparation spaces with regard to CLEAPPS/Health & Safety regulations
	vi.	Ensure correct storage and handling procedures of hazardous materials in line with CLEAPPS/Health & Safety regulations
	vii.	To assist, where possible and as required, the class teacher with practical activities with students
	viii.	To ensure custody and care of livestock and plants kept for observation and experimental purposes
3.	MANAGEMENT OF PEOPLE Not applicable	
	SUPERVISION OF PEOPLE Not Applicable	
4.	CREATIVITY AND INNOVATION	
	Some creativity and innovation may be required when carrying out repairs of equipment and preparing non-hazardous experiments and learning resources.	
5.	CONTACTS AND RELATIONSHIPS	
	Day to day routine contact with staff and students regarding resources. Liaison with suppliers of goods and services and technical support agencies	
6.	DECISIONS	
	a) Discretion – Postholder works within clearly defined policies and procedures. Limited opportunity for decision making but recommendations and advice within area of expertise is expected.	



	b) Consequences – Impact of decisions would be within school and consequences would be quickly identified and remedied.
7.	RESOURCES Scientific equipment, chemicals and resources.
8.	WORK ENVIRONMENT
	a) Work Demands – Postholder's routine may be varied and subject to interruption, however this should not impact on overall completion of tasks
	b) Physical Demands – Regularly moving and handling equipment.
	c) Working Conditions – Work normally carried out in a science classroom or preparation area, which should be well lit and ventilated. Exposure to potentially toxic, corrosive and harmful chemicals
	d) Work Context – Required to work with chemicals and cleaning materials.
9.	KNOWLEDGE AND SKILLS Knowledge of CLEAPPS, COSHH/Risk Assessment/H&S issues. Relevant Science Technician qualification or previous experience within a Science Department.
10.	GENERAL
	Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	Equal Opportunities - The postholder is required to carry out the duties in accordance with SWRA Equal Opportunities policies.
	Health and Safety - The postholder is required to carry out the duties in accordance with SWRA Health and Safety policies and procedures.