**Job description: Science Technician**

**Reporting to: Head of Science**

**Performance management performed by: Head of Science**

**Supporting the science department**

* Managing the stock control of equipment and other materials and liaising with the support technician so that correct quantities may be ordered in a timely manner by the support technician.
* Record keeping, e.g. for students' practical sessions, tracking methods, results, budgets, etc.
* Liaising with the Head of Science at regular intervals to discuss and prepare plans for schemes of work.
* To support the planning and preparation of materials and equipment required for focus days across all science disciplines alongside the other technicians.
* To support the planning and preparation of materials and equipment required for open days across all science disciplines alongside the other technicians with responsibility for demonstrations and displays.
* To support school open days and similar events as required including the event itself and the dismantling and clearing of displays and equipment.

**Supporting lessons**

* Liaising with academic staff to discuss timetables, equipment requirements and work plans for all lessons across.
* Running trials of experiments prior to classes and then demonstrating techniques for experiments for lessons (where required by the teacher).
* Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students.
* Preparing equipment and chemicals before lessons as requested by the teaching staff for all lessons.
* To deliver and clear equipment for all laboratories and science classrooms including in blocks other than the main science block
* To set up and remove equipment in all laboratories and science classrooms including in blocks other than the main science block as requested by teaching staff.
* Demonstrating experiments to classes, including radioactive materials, at the request of teaching staff.

**Supporting lab technician colleagues**

* Where workload allows, helping to cover the priority 1 duties of colleagues in their absence and in liaison with the Head of Science. If it is becoming increasingly difficult, HOD to be informed and new plans established.
* To provide training in health and safety matters as appropriate.
* To provide training in techniques to other technicians so that the skills of all technicians are kept up to date across all the science disciplines.

**Supporting extracurricular activities**

* To liaise with the teaching staff responsible for extracurricular clubs and activities within science to assist with planning and ideas.
* To prepare the required resources for extracurricular clubs and activities in science.
* To deliver, set up and clear resources for extracurricular clubs and activities in science.
* To assist with the running of extracurricular clubs and activities in science.