



## **Gordon's School**

### **Science Technician (Chemistry) – Job description**

**Reports to:** Senior Science Technician  
**Hours:** 8am - 4pm, Monday-Friday, term time plus 5 days  
**Salary:** £16,900 - £17,800 per annum depending on experience

#### **Main Purpose of the Job**

Under the instruction/guidance of the Science teachers to assist them to deliver Science lessons by providing support and preparing and maintaining specialist/equipment and resources for demonstration or use by the students.

#### **Duties and Responsibilities**

- Preparing and setting out apparatus and chemicals for practical lessons based on teacher's requisition.
- Carrying out risk assessments where necessary and making sure health and safety measures are followed in setting up each practical, by referring to CLEAPSS resources and/or discussing with colleagues and teachers.
- Clearing and tidying up laboratories following each practical session.
- Carrying out safe disposal of chemicals and biological waste following CLEAPSS guidelines.
- Providing assistance to (Chemistry) teachers and students during practical sessions when necessary.
- Collaborating with colleagues to share workload at busy times and covering absence to maintain the standard of technical service at the science department.
- Carrying out routine laboratory servicing, mainly for two Chemistry labs and prep rooms following Gordon's lab servicing schedule
- Ensuring that the chemicals and equipment are available in stock in suitable condition and initiate orders when necessary.
- Maintaining effective communication with the teachers to follow the lesson objectives and possible improvements for the lessons and general laboratory environment.
- Trialling out experiments whenever necessary before setting up for students.
- Adhering to the Gordon's science department health and safety and prep room management policies.
- Carrying out simple in-house repairs, calibration and maintenance of equipment.
- Requesting assistance from school maintenance and facilities department for repairs of fixtures, hand washing facilities and internal deliveries from reprographics and elsewhere.
- Keeping up to date with developments in practical science and health and safety policies through CPD events and online resources.
- Assisting colleagues in issuing text books, stock taking, placing orders and any other duties required to maintain the smooth running of Science Department.
- Restocking stationary cupboard/shelves.
- Providing ICT facilities as teachers request and reporting any problems to IT helpdesk for assistance.
- Obtaining local purchases necessary for lessons and technician tasks.
- Attending school support staff/science department/technicians meetings as required.

**Person Specification****Qualifications/Experience**

- Chemistry A Level is essential
- A Science degree or equivalent is desirable
- Previous experience of working in a secondary school science department is desirable

**Personal Skills**

- An enthusiasm for science
- Good communication skills
- Flexibility
- Ability to work as part of a team

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including an enhanced DBS check.*