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**Science Technician.**

**Job Description.**

# Responsible to: The Head of Science.

**Responsible for:** Responsible to the Head of Science as a member of a team primarily providing technical support to the Department of Science, but working flexibly across the school as a member of the Support Staff.

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Support Staff, commonly bound in the service of the needs of the school and the further development of Loxford School School as reasonably required under the direction of the Headteacher.

## Duties and Responsibilities

1. General maintenance of all Science equipment and facilities, reporting and/or fixing faults by agreement with the Head Science and/or caretaking staff or Assistant Headteacher as appropriate.
2. Preparing, maintaining, setting up and clearing away assigned apparatus for safe, secure and effective use in practical activities across the school but with particular reference to the Science Department.
3. Basic construction, repair and modification of Science apparatus as competent to do so within health and safety guidelines. Co-operating with teaching and other support staff in the development of such equipment for use in practical activities across the school, including that required for whole school events.
4. Responsibility for the safe, secure storage and security marking of equipment, materials and apparatus as required, including, as appropriate, during vacation periods.
5. Ensuring functional operational use of equipment assigned in the Department, notifying the Head of Science of any shortages or faults and re-ordering or repairing as directed or required.
6. Maintenance of the Department inventory of Science equipment, including the disposal of dysfunctional or dangerous equipment in accordance with established Health and Safety guidelines and inventory policies in consultation with the appropriate authorised colleagues.
7. Responsibility, as reasonably assigned, for the setting up and operation of Science equipment for use in practical assessments or examinations, or agreed whole school events, including, as necessary, reasonable amendment to normal working hours as directed by the Head of Department or other authorised person.
8. Assisting and where appropriate training, the teaching staff in the delivery of the curriculum or related activities, ensuring safe procedures are followed in all situations.
9. Assisting the teaching staff in the choice, procurement and receipt of delivery of all assigned equipment in a manner consistent with School policies and Best Value.
10. To undertake such training as may be offered to ensure effective and safe execution of duties.
11. Administrative tasks as assigned by the Head Science Technician.

Practical

1. Collecting apparatus and materials from storage.
2. Preparing solutions, mixtures etc for use.
3. Checking items in and out for practicals.
4. Preparing and setting up demonstrations.
5. Washing and drying glassware and equipment.
6. Returning equipment to correct storage after use.
7. Assisting in the classroom wherever appropriate.
8. Collecting and delivering experiments to labs

Maintenance

1. Checking equipment is working properly before and after use
2. Minor repairs to all types of equipment.
3. Soldering (for repair or building new equipment)
4. Helping to keep the labs tidy.
5. Maintenance checks in labs, checking gas taps, electrical sockets, water taps, sink leakage, storage cupboards.
6. Cleaning sinks and benches.
7. Reporting faults to services for repair purposes.
8. Checking, cleaning and maintaining levels of basic lab equipment e.g., heating equipment, goggles etc.
9. Checking stock levels and advising on need to order/ re order items.
10. Keeping prep room, storage and chemicals tidy and in safe condition.
11. Securing labs and undertaking safety checks at the end of the day.
12. Checking chemicals periodically, old stock etc

Administrative

1. Locating suitable resources (enquires by phone/ post).
2. Daily sorting of requisition sheets for practicals – organising workload.
3. Liaising with other technicians/ teachers over use and availability of equipment/ resources (daily)
4. Collating, filing of tests reproduced. Distributing reprographics requests.
5. Checking email requests from teaching staff.
6. Covering, stamping, numbering new textbook sand organising into labs.
7. Checking in returned textbooks and reissuing at beginning of each year.
8. Ordering chemicals, equipment and resources.
9. Arranging collection of parcels and packaging
10. Arranging disposal of chemicals
11. Checking in orders on delivery
12. Checking invoices
13. Dealing with queries on orders
14. Using computer to enter stocklist.
15. Stocktaking of all items.
16. Making sure all capitation allowances are met for each different subject area, stationary reprographics, lab maintenance, general equipment, chemicals etc
17. Making sure maintenance contracts are fulfilled.
18. Making sure safety posters etc are placed in all labs
19. To undertake appraisal, keep records and liaise with Team Leader to discuss and meet objectives.
20. To undertake training, in house and external to keep up to date with Health and Safety matters for CPD. Annual Health and Safety induction to be attended.
21. Attend meetings whenever appropriate.
22. To read Health and Safety literature annually wherever appropriate. Read and folloe Technician’s risk assessment.

Specialist

1. Maintenance of cleaning of delicate or specialist equipment, eg., microscopes.
2. Plant maintenance
3. Setting up datalogging equipment
4. Microbiology techniques
5. Handling radioactive substances
6. Chemistry ‘A’ level demonstrations
7. Designing new equipment
8. Advising new and beginner teacher son possible problems/ safety concerns, risk assessment. Trialling and pre- lesson practice experiments with teachers.
9. ISA preparation and trialling experiments.
10. Supporting in the classroom’ liaising with pupils.

Other Duties

1. Assisting new members of the department
2. Health and Safety induction to staff.
3. Safe disposal of hazardous waste (both chemical and biological).
4. Reporting unsafe furniture/ fittings/ vandalism
5. Reporting gas/ water leaks
6. Reporting electrical faults
7. Securing labs where possible
8. Any other duties as required by Senior Technician, Curriculum Team Leader or head teacher

**Conditions of Service and Hours of Work.**

Reporting to the Line Manager, Curriculum Team Leader the postholder is expected to work flexibly, broadly equivalent to a within a 36 hour week taken across a full year, with normal working hours from 0820hrs to 1615hrs with a 40 min break normally taken outside the school lunchbreak. Variations to these times may be made by agreement. e.g. for in service training or community liaison etc.

There is an annual leave entitlement in line with national guidelines and such leave may only taken within school holiday time.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: (Post Holder) ................................................. Date: ..........

Signed: (Headteacher) .................................…………….. Date: ..........…