



## **Job description – Science Technician**



In this role, you are expected to:

1. Prepare all laboratory practical requirements for assigned groups/teachers and deliver them to the appropriate laboratory
2. Photocopy and otherwise prepare resources as needed for science lessons
3. Set up and clear away apparatus and equipment
4. Undertake general cleaning and maintenance of equipment, and repair apparatus as permitted by personal expertise
5. Monitor and manage chemical stock including safe storage, cataloguing, ordering in a timely manner
6. Be aware of and act in accordance with guidelines for the safe disposal of chemical waste
7. Provide technical support outside of lesson time, such as for clubs and extracurricular activities, where reasonably required
8. Support teachers in science classes where required, including working with small groups of students or demonstrating practical activities
9. Be fully supportive of both the Christian and creative ethos of the school

### **Departmental**

- Monitor and support in the maintenance of high standards of health and safety in the science department
- Carry out risk assessments using appropriate resources (e.g. CLEAPPS) and advise teachers as appropriate
- To provide clerical and administrative support to the Head of Department where appropriate, including the creation of displays
- Provide basic, short-term cover for absent colleagues in science where required
- Support pupils in accessing learning activities where needed, under the guidance of the class teacher

### **Whole School**

- Contribute to Department Meetings, Key Stage meetings and Pastoral meetings where appropriate
- Contribute to the development of school policies where appropriate
- Support whole school initiatives
- Uphold the school ethos
- Communicate with parents and governors as appropriate
- Contribute to the school's extra-curricular / enrichment ethos and activity

### **Appraisal**

- Complete all appraisal requirements as set out in the school policy, including being appraised
- Strive to fulfil agreed appraisal objectives