

**Newstead Wood School**  
**Science Technician**  
**Job Description**

Name

Grade: Scale 2 points 11 - 13

Title: Science Technician

Reports to: Senior Science Technician

**Job Purpose:** The main requirements of the role are supporting and maintaining the science resources and providing technical support. Working with the Heads of Department and through efficient management of store rooms, stock levels and resources and specialist facilities you will help ensure a positive student experience and a safe working environment. The following responsibilities and activities form the core tasks that you will undertake in supporting the science provision at Newstead Wood School.

Key responsibilities	Activities that are likely to be carried out
Take a lead role in a specialist or subject area as required.	Taking a lead role in a subject area.
To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	Preparation and provision of resources at specified times.  Assembling apparatus  Obtaining materials by local purchase.  Giving technical advice to teachers, technicians and pupils / students.  Carrying out risk assessments for technician activities.  Assisting in practical classes & carrying out demonstrations.
To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> <li>Actively contributing to the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>Keeping up to date with current procedures and practices through continuing professional development;</li> <li>the provision of technical advice and support on health &amp; safety issues to teaching and trainee technical staff;</li> <li>the safe treatment &amp; disposal of used materials including hazardous substances and responding to actual or potential hazards;</li> </ul>	Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)  Giving health & safety advice to technical staff, teachers and students.  Disposal of waste materials.  Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.  Organising, storing and checking the condition of chemicals and equipment.  Attending department meetings (as required).  Health and Safety checks of accommodation and equipment and reporting concerns to senior science technician.

<ul style="list-style-type: none"> <li>the healthy &amp; safe storage and accessibility of equipment and materials.</li> </ul>	
To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	<p>Constructing &amp; modifying apparatus.</p> <p>Setting up and caring for plant and animal collections.</p> <p>Preparing standard solutions, purifying chemicals, treating waste.</p>
<p>With the senior science technician - ensure the availability of suitable materials and equipment in relevant subject area, help compile orders, liaison or negotiation with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.</p> <p>Keeping up-to-date stock records.</p>	<p>Checking stock, ordering.</p> <p>Consult on the purchase of major pieces of equipment on his/her own initiative</p> <p>Keeping stock records.</p> <p>Maintaining resources.</p>
Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	<p>Collecting, checking and returning equipment to stores.</p> <p>General laboratory cleaning of bench surfaces and fixed equipment.</p> <p>Cleaning and repair of equipment.</p> <p>Ensuring that teaching areas, technical areas and store rooms are clean, tidy and well-organised.</p>
Other duties	<p>To keep basic services running in the absence of other technical staff.</p> <p>To work flexibly according to the demands of the service and to perform such other duties, within the competence of the post-holder, which may be required reasonable from time to time, including working out of normal hours.</p> <p>To apply and promote Newstead Wood School policies and procedures</p> <p>To attend staff development programmes to update knowledge and skills and such courses as are deemed appropriate by Newstead Wood School management</p> <p>To promote and safeguard the welfare of children, young persons and vulnerable adults of those you come into contact with.</p>

*This job description may be reviewed and amended at any time after consultation with you.*

Signed ..... Date.....