# SCIENCE TECHNICIAN: JOB DESCRIPTION

Reviewed: March 2015

# Salary

[In accordance with the school’s support staff structure and/or any local agreement that are in place].

# Line of responsibility

The Science technician will be directly responsible to the Senior Science Technician.

# Job purpose

The Science Technician is responsible for:

1. Assisting in ensuring a safe, effective and efficient laboratory technical service is provided for students and teaching staff within the department.
2. Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
3. Ensuring that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

**Conditions of employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the school’s appraisal scheme.

**S/he:**

* is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* shall uphold the school’s policy in respect of child protection and safeguarding matters.
* shall be subject to all relevant statutory and institutional requirements.
* may be required to perform any other reasonable tasks after consultation.

# Job specification

## Operational.

## S/he shall:

1. establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
2. assist her/his line manager in the promotion and observance of a healthy and safe working environment.
3. ensure that staff in the science department are aware of all health and safety requirements and other relevant regulations.
4. ensure that equipment is in good working order and that classrooms/ laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
5. prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
6. collect and care for insect and plant materials as necessary.
7. carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
8. research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
9. provide technical advice and support in the classroom, for example, with practical experiments and resources.
10. under the direction of her/his line manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
11. assist in putting in place provision for practical school and public examinations.
12. put up and maintain appropriate classroom and corridor displays within the science department.
13. provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
14. assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

## Administrative.

## S/he shall:

1. ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and returns.
2. assist in completing equipment and stock inventories as required.
3. collate information, statistics and prepare reports as required by her/his line manager, the head teacher and the governing body.

## General.

## S/he shall:

1. attend school events as required.
2. attend relevant meetings and training sessions.
3. undertake first aid training and responsibilities as required.
4. keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.