**Science Technician Job Description**

**OVERALL RESPONSIBILITY**

To provide practical equipment and materials to lessons in support of teaching in the Science Department. The main area of responsibility is for A ‘level chemistry, supporting the needs of biology and physics as necessary.

**MAIN DUTIES AND RESPONSIBILITIES**

1. The preparation of materials and equipment for science lessons.
2. Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
3. General duties in support of the teachers in the Science Department.

**A) Preparation of science materials and equipment.**

For example:

* Preparing, setting out, clearing away and washing up apparatus and materials required for lessons and practical examinations
* To ensure dispensing, preparation and correctly labelled materials, using hazard cards where appropriate, for use in practical classes.
* Carry out risk assessments for technical activities
* To ensure the safe disposal of all unused/excess biological materials and chemicals and clean equipment and glassware ready for re-use.
* Disposing of waste materials
* Collecting apparatus and chemicals from storage;
* Preparation of chemicals and solutions
* Maintaining stock solutions.
* Checking individual components in and out for class use;
* Arranging for apparatus including worksheets, books and ICT and materials to be in rooms, for lessons
* Liaising with Science staff to implement changing practical requirements connected with new examination syllabi, improve existing experiments and develop new ideas and alternatives to suggested apparatus.
* Liaising with staff over use of equipment and stock
* Advice staff of any problems, including safety aspects
* Assisting with collection and cataloguing of sundry worksheets, books audio-visual aids and materials
* Returning apparatus, etc. and chemicals to storage as soon as practicable;
* Repairing damages or arranging for this to be done;
* Constructing apparatus and equipment.
* Purchase of sundries from local supermarkets

**B) Routing maintenance of science laboratories and preparation rooms, their equipment and services:**

* Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
* Cleaning the sinks, chemicals on bench tops, and spillage of chemicals on floor;
* Storing materials tidily;
* Keeping equipment clean;
* Cleaning of goggles
* Cleaning of safety screens, fume cupboards and other items.
* Carrying out safety checks on equipment, e.g. Bunsen tubing etc
* Simple maintenance of equipment and arranging for professional repair when necessary
* Keeping Preparation Room and laboratories tidy, checking that taps, gas taps and sinks are in working order

**C) Maintaining the stocks of science chemicals and equipment, for example:**

* Check stocks of materials, tools, apparatus and reagents; place orders for replacement or new items in consultation with the subject leader
* Ordering of the above
* Taking delivery of new items and input on to stock lists, index and inventory

**HEALTH AND SAFETY**

The Technician is immediately responsible to the class teacher or teachers whilst the class or classes are in session.

The Technician will:

* Maintain supplies in first aid box
* Follow safe working procedures personally
* Be familiar with the general and safety rules that apply
* Maintain good housekeeping standards
* Report defects
* Deal with short term hazards in conjunction with the teacher in charge
* Report long term hazards to the subject leader
* Be familiar with relevant regulations, emergency, accident and illness procedures
* Maintain a catalogue of hazardous chemicals
* Produce and regularly update risk assessments of chemicals
* Participate in the College’s Appraisal Scheme and undertake learning and development
* Participate in setting up for Open Day events and other events that promote the College
* Display a commitment to the protection and safeguarding of children and vulnerable adults under the responsibilities of the role
* Promote equal opportunity and celebrate diversity