



Job Description: Science Technician

Purpose: To work with Science staff to assist in the organisation of practical support for science teaching, maintaining practical equipment and stock levels of all appropriate goods. To keep legal records of safety checks and procedures and have an understanding of Health and Safety within the science preparation rooms and laboratories.

Main Duties:

Supporting the Science Department:

- Preparation of resources, including assembling and modifying apparatus.
- Managing the stock control of all resources including equipment, chemicals & other materials relating to Science lessons.
- Record keeping of chemicals stock, equipment with instruction manuals, safety procedures and practical information sheets.
- Liaising with the STEM Faculty Lead at regular intervals to discuss and prepare plans for Science schemes of work.
- To support the planning and preparation of materials and equipment required for focus days across all science disciplines.
- To support the planning and preparation of materials and equipment, demonstrations and displays required for open days.
- To support school open days and similar events as required including the event itself and the dismantling and clearing of displays and equipment.
- To have the knowledge of Health and Safety including Control of Substances Hazardous to Health (COSHH) Regulations.
- Keeping up-to-date with Health & Safety requirements by working under CLEAPSS guidance.
- Keeping up to date with developments in practical science and giving Health & Safety advice to technical staff, teachers and students.
- Attending department meetings, CPD activities & onsite/offsite Inset days.

Supporting lessons:

- Preparing equipment and chemicals before lessons as requested by the teaching staff for Science.
- To deliver and clear Science equipment for all laboratories and science classrooms.
- To set up and remove Science equipment in all laboratories and science classrooms as requested by teaching staff.
- Liaising with academic staff to discuss timetables, equipment requirements and work plans for Science lessons;
- Running trials of Science experiments prior to classes and then demonstrating techniques for experiments for lessons;
- Supporting the work of teachers in classes and laboratory sessions and giving technical advice to staff and students;
- Demonstrating Science equipment & experiments to classes, including radioactive materials, at the request of teaching staff.

Supporting lab technician colleagues:

- Helping to cover the duties of technician colleagues in their absence and in liaison with the Faculty Lead for STEM and provide on the job training to other Science technicians as required.
- Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other basic safety checks, etc.
- Preparing standard solutions, purifying chemicals, safe disposal of waste materials under CLEAPSS guidance.
- General cleaning and repair of equipment.
- Organising, storing and checking the condition of chemicals and equipment, including checking and returning equipment to stores.
- Setting up and caring for plant and animal collections.
- Any other duties that reasonably fall within the purview of the post, which may be allocated by the Senior Science Technician.

Special Factors:

- This post requires the handling of some hazardous or dangerous chemicals under the COSHH regulations. Training can be provided to the right candidate.

Supporting extracurricular activities and the whole school:

- Liaising with the teaching staff responsible for co-curricular clubs and activities within STEM to assist with planning and ideas. Prepare, deliver, set up and clear resources for co-curricular clubs and activities and assist with the running of co-curricular clubs and activities.
- Participating in off-timetable and special 'house' events and school trips.
- Lunch time & after school duties to perform upon allocation by the Senior Leadership Team.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.

Responsible to:		Senior Science Technician
Salary/Grade:		Grade 3A-E £23,115 - £24,142 Full Time Equivalent
Hours		Full Time or Part Time; Term Time Only (39 weeks) plus 5 INSET days