

Job Title: Science Technician	Scale: 5-7
Department: Support Staff	Basic hours: 37 Hours 8.00am-3.50pm (20 minute unpaid break)
Reports to: Senior Science Technician	Revision date: Sept 2018

Position Overview

Prepare and maintain laboratories and materials for use by staff and students, ensuring that an orderly, safe and healthy environment is provided for teaching activities.

Support the teaching team within the science department to ensure proper use and maintenance of resources and equipment.

Essential Job Functions

- Preparation of teaching resources, apparatus and equipment for use by teachers and students;
- Maintenance and security of the chemical stores & radioactive sources including the appropriate storage and handling of all materials;
- Housekeeping of laboratories including the cleaning of sinks, benches, sockets to ensure the department runs at optimum efficiency and cleanliness;
- Purchase of perishable groceries for lessons i.e. fruit for lemon battery experiment;
- Administration and reprographic tasks such as replenishing and keeping up to date an exam library, photocopying and filing;
- Collect and care for insects, animals and plant materials;
- Ensure teacher equipment requests are logged on an appropriate spreadsheet;
- Provide advice to teachers of the suitability of practicals for their chosen subjects recommend modifications as suggested by CLEAPPS if necessary ;
- Disposal of waste products in accordance with the relevant regulations, guidelines and school procedures;
- Assist teachers in the preparation of exams and required practicals at GCSE & A-level Biology, Chemistry and Physics;
- Where necessary, ensure new teachers are aware of any health and safety implications of certain higher risk practicals or demonstrations;
- Follow Health & Safety procedures to ensure relevant regulations such as control of substances Hazardous to Health (COSHH) are adhered to and observed. This may involve checking procedures to ensure the risk assessments are up to date;
- Helping to maintain inventory of the laboratory equipment within the Physics, Chemistry and Biology stores;
- Order and maintain supplies chemicals, consumables and equipment as appropriate.
- Regularly check all equipment used within the science department and undertake basic repairs and notify any issues to the correct member of staff;

- Ensuring equipment and consumables are kept stocked at appropriate levels in all classrooms, e.g. glassware, paper towels, hand soap etc;
- Replenishing First Aid kits and eye wash bottle/tubing in every lab;
- Constructing equipment for practicals if appropriate, this may involve glass cutting or soldering etc;
- To undertake any other duties deemed appropriate for this, or similar pay grade. The nature of the duties and responsibilities may change from time to time;

Requirements

Essential

- Excellent interpersonal and communication skills
- Ability to plan and organise, with a high attention to detail and accuracy
- Ability to work well under pressure, including ability to deal calmly with emergencies
- Committed to maintaining high standards
- Flexible and reliable Team Player
- Enjoys working with young people in an educational environment
- Show willingness to learn new skills
- Ability to work on own initiative
- Demonstrated practical approach
- GCSE (minimum) science or science background
- Knowledge of Health & safety and manual handling

Desirable

- A level Science qualifications
- Ability to solder and identify basic problems with electrical equipment
- ICT skills including use of Excel, word and e-mail
- Experience of working in a science role within a school