



# SCIENCE TECHNICIAN

## SALARY AND HOURS OF WORK

### *Scale D-E, Points 6-11*

20 hours per week – 4 hours per day Monday to Friday (working hours to be agreed)

39 working weeks per year – term-time plus 5 training days

## MAIN JOB PURPOSE

- The Science technician team will have joint responsibility for the short, medium and long term management of technical support in the science department. This will include supervising and planning the work of the Laboratory Practical Assistant, by providing regular daily/weekly/monthly schedule that includes all of the science department laboratories and prep rooms
- It is expected that each technician will undertake appropriate training (in-house and through external providers) to acquire the necessary skills and knowledge to carry out the work.

## MAIN DUTIES

<b>Key responsibilities:</b>	<b>Activities that are likely to be carried out</b>	<b>Suggested frequency</b>
Under the (overall) control of the Head of Chemistry, 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 the other science technicians, teaching staff and support staff outside the department.	Preparation of resources, assembling apparatus.	Daily
	Obtaining materials by local purchase.	Weekly
	Giving technical advice to teachers, technicians and pupils / students.	Daily
	Carrying out risk assessments for technician activities.	Daily
	Assisting in practical classes & carrying out demonstrations.	Weekly



<p>To ensure the maintenance of a healthy &amp; safe working environment through:</p> <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> <li>• the healthy &amp; safe storage and accessibility of equipment and materials.</li> </ul>	<p>Keeping up-to-date with health &amp; safety requirements and with developments in practical science. (Attending courses &amp; reading publications.)</p> <p>Giving health &amp; safety advice to technical staff, teachers and students.</p> <p>Disposal of waste materials.</p> <p>Checking general equipment such as glassware &amp; heating equipment, first-aid kits; carrying out day to day electrical and other safety checks, etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment.</p> <p>Attending department meetings.</p>	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Monthly</p>
<p>To assist the technician team with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.</p>	<p>Organising and supervising trainee technicians as required.</p>	<p>Daily</p>
<p>To contribute to the design, development and maintenance of specialist resources and/or long-term projects.</p>	<p>Constructing &amp; modifying apparatus. Preparing standard solutions, purifying chemicals, treating waste.</p>	<p>As required</p> <p>Daily</p> <p>As required</p>
<p>To support the technician team in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.</p>	<p>Checking stock, ordering.</p> <p>Keeping stock records.</p> <p>Maintaining resources.</p>	<p>As required</p> <p>Annually</p> <p>As required</p>
<p>Under the (overall) guidance of the Head of Chemistry, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.</p>	<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>Daily</p> <p>Weekly</p> <p>Monthly</p>



**ADDITIONAL RESPONSIBILITIES RELATED TO CHEMISTRY**

<b>Key responsibilities:</b>	<b>Activities that are likely to be carried out</b>	<b>Suggested frequency</b>
<p>Under the (overall) control of the Head of Chemistry / Head of Chemistry, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the specific practical needs of the chemistry curriculum, including liaising with the other science technicians, teaching staff and support staff outside the department, e.g. Premises, finance etc.</p>	<p>Manage ordering, preparation, maintenance, and assembling apparatus and materials specifically for the teaching of Chemistry, including:</p> <ul style="list-style-type: none"><li>• Preparation of materials and equipment for practical chemistry, including solutions of aqueous reagents in accurate molar concentrations, setting up teacher demonstrations, including safety equipment such as safety screens etc.</li><li>• Molymod kits</li><li>• Quickfit glassware, burettes, reduced pressure filtration kit etc.</li><li>• Managing compliance with regulations re. safe preparation, storage and disposal of all chemical materials following the COSHH regulations and CLEAPSS guidance.</li><li>• Managing compliance with regulations re. Safe and secure management of the hazardous chemical storage room.</li><li>• Managing compliance with regulations re. the maintenance &amp; servicing of fume cupboards throughout the department</li><li>• Managing compliance with regulations re. the maintenance, servicing and storage of the high pressure gas cylinders (oxygen &amp; hydrogen)</li><li>• Managing compliance with regulations re. the maintenance &amp; servicing of the departmental water distillation apparatus in the chemistry &amp; biology prep rooms</li></ul> <p>And in relation to the above:</p> <p>Giving technical advice to teachers, technicians and pupils / students. Carrying out risk assessments for technician activities.</p> <p>Assisting in practical classes &amp; carrying out demonstrations.</p>	<p>Daily / Weekly / as and when required</p>