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| **JOB DESCRIPTION**  **Post Title:** Science/Chemistry Technician  **Pay Range:** APT&C: Scale 3 – points 5-6  Salary: APTC Scale 3 points 5-6 - £18,795 to £19,171 (full time)  Actual salary paid: £11,784 to £12,020  **Hours:** 27 per week, Term Time only plus 3 inset    **Responsible to:** Subject Leader for Science, Head of Chemistry.  **Liaise with**: Students, Staff, Visitors, Parents, suppliers | |
| **Main purpose of the job:**   * To provide an efficient and effective support service to the Science department | |
| **Areas of responsibility and key tasks:**   * To ensure that all materials/equipment/apparatus is set up ready for practical lessons or demonstrations and that it is retrieved after use, accounted for and returned to store. * To ensure that laboratories and equipment are kept in a safe and tidy manner. This duty includes a daily check of all services to ensure correct operation (reporting faults to the necessary agency) and physically locking and unlocking teaching areas as required. * To undertake routine maintenance of general facilities and equipment and to report major faults appropriate member of staff. * To carry out stock checks, place requisition orders for goods, receive, check and safely store goods when delivered. (This duty also involves contacting suppliers to check on prices and late deliveries etc.) * To prepare/manufacture equipment/apparatus/chemicals. In addition to the routine preparation of glassware, etc. (This duty also includes the manufacturer of experiment aids from a variety of materials such as plastic, metal, wood etc. * To obtain either by purchase from local suppliers or from the local environment, a range of items for use in Science practical lessons. * To prepare solution/reagent for general and individual use. * To ensure any chemical/biological waste is stored and disposed of in a correct and safe manner, to be aware of any regulations such as COSHH relating to the area of activity in which you work and to comply and work to these regulations. * To prepare Hazard cards to support lessons * To assist teaching staff in the running of individual practical sessions e.g. GCSE assessments. * To help maintain the department administration system as required, which includes photocopying, preparation of paper resources, maintenance of inventories and stock records. * To assist with the organisation of school visits and if required, participate in such visits * To liaise with site and other staff * To attend and make an active contribution to department meetings * To undertake such other duties appropriate of the post that may be required by the Headteacher in consultation with the postholder.   **Health and Safety**   * Co-operate with the employer on all issues to do with Health, Safety & Welfare. * To be aware of health and safety regulations and guidance such as COSHH * To be familiar and comply with the school and department’s health and safety policies.   **General**   * To have regard to the policies of the school * Post holder will need to be flexible to cover sickness / absence * To work flexibly within the needs of the department/school * To maintain good relations with all contacts * To have regard to confidentiality and discretion at all times * To undertake training and self development as and when appropriate.   **Contacts**   * Colleagues * Parents * Students * Governors * Visitors | |
| **Signed by:** | **Post Holder:** |
| **Date:** | **Line Manager:** |