# The Cardinal Wiseman Catholic School
# Science Technician
# Job Description

.

**Job title:** Science Technician

**Salary and Grade:** Grade 3 (Points 5 – 6) Pro rata TTO

**Line Manager:** Curriculum Coordinator of Science

**Supervisory Responsibility** None

## Key Duties:

All of the duties listed below are in addition to the general duties and expectations of a member of support staff within the school.

The post holder will be expected to:

- Preparing apparatus, materials and solutions and setting up, checking, issuing equipment and apparatus for use in practical activities in courses taken in the school.
- Setting up, and on occasions carrying out demonstrations.
- Retrieving and clearing away apparatus etc. Disposal of waste laboratory materials including chemicals, microbiological waste in accordance with established guidelines and Health and Safety requirements.
- The setting up and maintenance of visual and aural teaching aids.
- General maintenance (including cleaning) of apparatus and equipment.
- General maintenance of each laboratory, including the care and maintenance of services, stores, laboratory workshop equipment, drainage systems, working surfaces, etc. reporting and repairs required to the appropriate Head of Department, Head of Science, Team Leader technician and where appropriate the Site Manager.
- Participating in the organisation and storage of equipment, apparatus and materials in accordance with statutory requirements.
- Maintenance of stock to meet requirements, receipt, recording and storage of new materials (including those that need special care e.g. Toxic chemicals), the return of empty containers and notification of the appropriate person for the disposal of chemicals etc.
- The keeping of stock records and any other such records as required by the school.
- The construction of apparatus for general or demonstration use, and the repair of apparatus.
- Routine care of plant collections.
- Ensuring the appropriate stock levels are maintained.
- Placing and following up orders, checking deliveries.
- Making local purchases for the department and keeping appropriate petty cash records.
- Collection of exam papers and exam materials.

- Collection and issue of student textbooks.
- Safe shut down of laboratories at designated time.
- Distribution and collection of teacher cover work.
- Recording phone messages and informing relevant staff.
- Assisting teachers in emergencies involving health and safety, liaising with school nurse if necessary.

While every effort has been made to explain the main duties and responsibilities and of the post, each individual task undertaken may not have been identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Please Note:

(i) The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
(ii) The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
(iii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
(iv) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.