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**Job Description**

**Science Technician (Relief)**

Responsible to: **Head of Department (Natural Sciences)**

Job purpose:To provide high quality technical assistance and other general support, mainly (though not exclusively) in the Natural Sciences Department

**Key Duties**

**Technical Responsibilities:**

* Keep the laboratories in a clean, safe and ready state, including:
  + Ensure equipment is regularly kept in good working order
  + Keep materials safely stored and maintain stock levels
  + Prepare for practicals and clear away afterwards.
  + Ensure the safe disposal of materials
* Provide assistance to staff and students during practicals, and assist students with project work
* Provide supervisory cover for teaching staff absence within the curriculum area
* Assist the department in maintaining a safe working environment, including maintaining relevant health and safety records
* Carry out health and safety tests and inspections either within the department or cross-college (if appropriately qualified).
* Carry out first aid duties and maintain first aid boxes (if appropriately qualified).
* Maintain, as required, stock levels and prepare and monitor requisitions and purchases for the department.
* Support other technicians, including providing cover, assisting with workload and sharing of resources.

**Quality:**

* Participate in professional development reviews and staff development activities
* Contribute to college and departmental self-assessment/planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.*

*Updated: July 2017*