

Job Title:

Science Technician

Directorate:

Education, Learning and Achievement

Post Number:

Division:

Schools

Grade: 4

Business Unit/Section:

Overall Purpose of Job:

To provide specialist advice and guidance, and a technical support service to science teaching staff in a secondary school.

Main Responsibilities:

1. Maintains all laboratories and working areas, including prep. rooms, in good state. Duties include specialist attention to spillage on work surfaces and floors, together with safe and clean maintenance of sinks and drains. Inspection of fume cupboards and reporting of any necessary repairs to caretaker, including those to drains and services. Other specialist cleaning as required.
2. Prepares apparatus for experiments and, where necessary, devises special apparatus for particular needs, and maintains and stores all apparatus and materials and tools for demonstration and practical work. Collects from local area and purchases from local sources materials required for experiments and demonstrations. Responsible for the receiving/checking of orders. Repairs broken apparatus.
3. Delegated responsibility from Head of Science for the identification of all departmental stock needs and submission of detailed annual requisition, and apportioning of departmental finances to purchase stock and teaching materials, including text books. Compiling orders for submission to the administrative officer and liaising and negotiating with suppliers of goods and services to ensure "Best Value", recording and controlling expenditure within the department's designated annual budget. Leading on stock control and keeping all stock records, including breakage and disposal records.
4. Receives and checks suitability of teaching staff's equipment lists, and provides and delivers apparatus to all laboratories, as required, and supports teachers and pupils in practical demonstrations, as appropriate, on whole-group and individual basis. Sets work for absent teachers and advises supervisory and supply staff on work set, in the light of plans and requisition lists received
5. Checking suitability of experiments suggested within various schemes of work and syllabuses, with regard to existing equipment available and also considering factors such as ability of pupils and group sizes.
6. Sets up and operates technical equipment, including ICT facilities and equipment, including projectors, recorders, and computers and peripherals. Locates, downloads, and adapts materials from the Internet and other sources to use as teaching aids and display/visual aids. Responsible for the setting up and preparation of all practical exams.

7. Arranges disposal of waste chemicals and other hazardous materials. Conducts risk assessments and identifies concerns in working environments and practices, and notifies the Co-ordinator and/or Head. Liaises with HSE/CLEAPSS re: safety issues.
8. Contributes to long term departmental planning of accommodation and resources, and advises Co-ordinator and Head of identified needs.
9. Supervises or oversees long term experiments and projects.
10. Carries out classroom demonstrations of practical equipment to groups/classes of pupils in the presence of a member of staff.

Knowledge, Skill and Experience Required:

- In depth knowledge of science/chemicals needs and use within a secondary school.
- Ability to interpret teachers plans in order to ascertain equipment required for each lesson.
- In depth knowledge of COSHH regulations. Ability to inform others where necessary.
- Ability to plan lessons where supply teachers are employed.
- Ability to train teaching colleagues in the safe use of specialised science equipment and chemicals.

Creativity and Innovation:

It is essential that the post holder has the ability to find solutions to problems regarding imaginative and safe use of equipment to compliment the planned lessons.

There will be a need to use initiative when planning and delivering training.

Decision Making:

As the work is covered by strict regulations in the use of equipment there is not much room for decision making therefore any made would be easily remedied. Although decisions will be made around planning lessons where supply teachers are employed.

All of the following are made in consultation with the teacher:

- Appropriate use of equipment by pupils, depending on the age, ability etc.
- The use of chemicals
- Allocation of different laboratories for experiments when safety equipment is required e.g. fume cupboards
- Allocation of equipment when multiple use is requested

Contacts and Relationships:

The contacts are mainly within the school in order to discuss requirements around equipment and the safe use of materials. In addition teaching staff for planning lessons and training.

Contact with other departments in school to assist with equipment.

Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)

Small equipment carried around school site (e.g. cameras, tools etc.) to the value of £100 - £500. Sole responsibility whilst in their possession.

£25 per week petty cash – sole responsibility

WORK ENVIRONMENT

Physical Demands:

There may be occasions where the post holder will need to be in awkward postures when setting up equipment.

Working Conditions:

Normal

Work Context:

There will be potentially moderate risks for the post holder with regard to personal safety whilst using chemicals.

Position in Organisation:

Indicate how many staff the post is directly accountable for: none

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 6 March 2015

Date copy sent to Post holder