**THE HEATHLAND SCHOOL**

**SCIENCE TECHNICIAN**

**SCALE 4 POINT 18-21**

39 weeks (Term Time Only + 5 Inset Days); 36 hours per week

Actual Salary £16988 - £18752

**JOB PURPOSE**

To ensure the preparation and delivery of resources for science lessons and the responsibility for individual preparation rooms

**KEY ACCOUNTABILITIES**

Responsible to the Chief Science Technician

1. Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff for Years 7 to Sixth form.
2. Maintaining science laboratories, preparation rooms and their equipment in good order.
3. Liaising with staff over use of equipment and advice staff of any problems, including safety aspects.
4. Assist with photocopying and filing of worksheets, tests and books.
5. Repairing damages or arranging for this to be done
6. Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room
7. Looking after animals, insects and plants kept by the department
8. Carrying out safety checks on equipment, e.g. Bunsen tubing, goggles, glassware etc.
9. Maintaining the stocks of science chemicals and equipment in your prep room
10. Setting up assessed practicals and providing assistance when needed.
11. The provision of risk assessment sheets for practical work.
12. The support of writing technician notes for Science Schemes of Work.
13. Comply with H&S policies and procedures, reporting all concerns to the Chief Science Technician.
14. To attend regular meetings and participate in training as required.
15. To undertake any other broadly analogous duties.

This job specification may be re-negotiated if the needs of the school change in the future.