



JOB TITLE:	Science Technician
RESPONSIBLE TO:	Senior Science Technician
KEY RESPONSIBILITIES:	All staff, students, other organisations/agencies as appropriate

Overall purpose of the role is to:

- **under the (overall) control of the whole team-leader, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum, including liaising with teaching staff and support staff outside the department**

Responsibilities will include:

- Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales
- Trial, and assist teaching staff in trialling, any experiments prior to lessons
- Assist teachers in using equipment safely and undertaking experiments
- Maintain protocols for standard experiments, records and readings for experiments as required
- Provide support to relevant science activities and whole school events
- Ensure that risk assessments are kept up to date and employed for all relevant experiments and liaise with members of staff as required
- Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines
- Ensure that all relevant hazard information accompanies an experiment as part of the equipment for an experiment
- Ensure the correct disposal of any scientific waste according to COSHH regulations
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages
- Maintain awareness of safe working practices in a prep room and science laboratory
- Assist in maintaining the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals and resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order
- Assist in arranging for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence
- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job (eg first aid qualifications).

Safeguarding:

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all School policies and procedures

The Science Technician will carry out such other duties as may be required

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

Last updated February 2020