# KING EDWARD VI HANDSWORTH
## SCHOOL FOR GIRLS
### JOB DESCRIPTION – SCIENCE TECHNICIAN
#### (Chemistry)

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Grade 6 £19,698 Pro Rata</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>36.5 hours per week (Monday – Friday) term time only</td>
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<tr>
<td>Responsible to:</td>
<td>Head of Chemistry</td>
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### Main Purpose:
- To organise, deliver and develop technical services to the Science Department of the school in order to support the teaching and range of science subjects.

### Duties and Responsibilities:
- To prepare equipment appropriately for different Key Stage lessons across the curriculum and ensure the safe delivery and disposal at the end.
- To prepare all equipment and resources (including paper-based) for demonstration purposes or for use by teaching staff and students in lessons or for open evenings etc. This may involve photocopying resources.
- To clean equipment and laboratories after use, including chemical spillages.
- To support teaching staff in lesson delivery e.g. practical demonstrations.
- To carry out maintenance and basic first line repairs of science equipment, if necessary recommending repairs by outside contractors or replacement to the Head of Department.
- To monitor the prep area for safety issues and organisation.
- To be able to use CLEAPPS for safe working practices in the department.
- To issue chemicals, materials and equipment in accordance with safety guidelines and COSHH requirements.
- To be responsible for the safe storage and labelling of chemicals.
- To ensure safe disposal of chemical preparation and toxic substances.
- To prepare and maintain spillage kits and deal with spillages safely.
- To arrange for the fume cupboards to be serviced.
- To provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.
- To report damage or faults in the laboratories to the Head of Department.
- To advise the teaching staff and caretakers of any potential hazards and repairs in the laboratories and prep rooms.
- To requisition consumables and equipment, after consultation with the Head of Department, in order to maintain adequate stock levels.
- To assist with the annual stock take in the Science Department.
- To check and record newly received consumables and apparatus.
- To make new apparatus if required.
- To maintenance basic resources and equipment, e.g. guillotine work, changing batteries.
- To carry out some out of school activities e.g. collection of equipment/shopping.
- To carry out electrical testing within the Science Department when trained.
- To prepare displays when trained.
- To provide, when trained, first aid treatment of minor injuries and maintenance of the first aid equipment in laboratory areas.
- To deal with students sent to the Preparation Room by staff.
- To establish constructive working relationships with professional colleagues through team working and mutual support.
- To engage in constructive discussion with the Head of Chemistry in order to maximise effectiveness and professional development.
- To attend relevant in service courses.
- To be responsible for Chemistry petty cash.
- To manage textbooks in the department.
The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.