



JOB DESCRIPTION

NAME:

SALARY: Grade F

HOURS:

1.0 Job Title Science Technician

2.0 Job Purpose Primarily to support teachers by providing technician support, within the Science Faculty

3.0 Responsible to Senior Science Technician. Teacher instructions and requests overseen by Head of Science. The Senior Science Technician co-ordinates technician support across the Faculty.

The leader of all support staff including technicians in the school is the Principal Officer Support Services.

Liaison with Other technicians
Science teachers
School Site Manager
Other support staff

4.0 Duties and Tasks

As Science Technician – carrying out work to support teachers of pupils of all ages and abilities.

- 4.1 Prepare, cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure.
- 4.2 Construct, test, collect and clean demonstration glass and examination apparatus
- 4.3 To organise the preparation of teaching areas prior to use and ensure the safe installation and clearing away of equipment after use.
- 4.4 Maintaining adequate levels of consumable materials as specifically authorised, preparing same and distributing to pupils as instructed by appropriate teacher.
- 4.5 To assist with the general maintenance of equipment.

- 4.6 Assisting with annual stocktaking operation as required and assist in preparation of budget for all replacement and new apparatus, chemicals, equipment, materials and stationery/books.
- 4.7 Assist with the availability of audiovisual equipment for the Faculty.
- 4.8 Assisting with exhibition and display for open days, festivals, fetes, etc. and mounting and framing finished work for exhibition and corridor displays.
- 4.9 Preparation of raw materials to specification for classwork and practical examinations

As Science Technician – Health & Safety Tasks

- 4.10 After training carry out safety checks in accordance with instructions and codes of practice (issued by the Education Department, department for Education, Curriculum Leader of Science).
- 4.11 Follow procedures for the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice, under direction of Senior Technician.
- 4.12 To accept advice relating to the safe storage and use of chemicals and, where necessary, to inform other members of staff of known hazards.
- 4.13 Cleaning of Science sinks in specified rooms.
- 4.14 Cleaning preparation room work surfaces and furniture
- 4.15 In event of spillage, ensure by liaison with the school caretaker, that laboratory floors, walls, benches, equipment and fittings are safely cleaned.

General

- 4.16 To attend Faculty and whole school meetings as requested
- 4.17 To undertake continuing professional development

Such other duties commensurate with the job specification and salary Grade

HANDBOOK

I understand that all school policies in the staff secure area are available on the school Intranet and it is my responsibility to familiarise myself with these policies.

Signed **Headteacher**

..... **Postholder**

.....**Date**