



## Job Description/Person Specification – Science Technician

**Job title:** Science Technician Responsible

**to:** Senior Laboratory Technician

**Salary scale:** Band 2 SCP 3-5

**Hours:** 34.5 hours per week

**Weeks:** 39 weeks per annum

Key responsibilities	Activities that are likely to be carried out
<p>Under the (overall) control of the senior science laboratory technician, 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.</p>	<ul style="list-style-type: none"><li>• Ordering and collecting photocopies of tests and work sheets from Reprographics.</li><li>• Collecting, checking and returning equipment to stores</li><li>• Assembling apparatus and modifying apparatus.</li><li>• Making up solutions.</li><li>• Washing laboratory glassware.</li><li>• Collecting botanical and entomological specimens from the school grounds and pond.</li><li>• Providing and setting up of visual aid equipment such as data-loggers</li></ul>
<p>To ensure the maintenance of a healthy &amp; safe working environment through:</p> <ul style="list-style-type: none"><li>• actively contributing to the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li><li>• keeping up to date with current procedures and practices through continuing professional development;</li><li>• the provision of technical advice and support on health &amp; safety issues to teachers and trainee technical staff;</li><li>• the safe treatment &amp; disposal of used materials including hazardous substances and responding to actual or potential hazards;</li><li>• the healthy &amp; safe storage and accessibility of equipment and materials.</li></ul>	<ul style="list-style-type: none"><li>• Providing health and safety guidance when required.</li><li>• Carrying out risk assessments for technician activities.</li><li>• Disposing of waste materials</li><li>• Carrying out and arranging for maintenance and repair of apparatus</li><li>• Organising and storing chemicals and equipment</li><li>• Keeping up to date with health and safety requirements</li><li>• Carrying out safety checks on lab equipment</li><li>• To take part in training and development</li><li>• To train to undertake first aid if required</li></ul>



To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	<ul style="list-style-type: none"><li>• Trialling practical activities</li><li>• Preparing resources for new schemes of work</li></ul>
Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	<ul style="list-style-type: none"><li>• General laboratory cleaning (bench surfaces and fixed equipment).</li><li>• Cleaning lab sinks, supervising the emptying of sink traps.</li><li>• Caring for plants</li><li>• Covering and repairing text books</li><li>• To train to undertake first aid if required</li></ul>
Undertake additional duties and responsibilities.	<ul style="list-style-type: none"><li>• Lunch time duty</li><li>• Break duty</li><li>• Bus Duty</li><li>• Hot Spot Duty</li></ul>

### Person Specification

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• High level of organisational skills</li><li>• Ability to work independently and to use own initiative for an area of responsibility</li><li>• Ability to work well as part of the overall science team (teachers and technicians) in a variety of situations.</li><li>• Willingness to get involved with maintaining laboratory fixtures and equipment</li><li>• Good communication skills and the ability to follow both written and verbal instructions</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of working in a laboratory</li><li>• Awareness of Laboratory Safety</li><li>• Relevant Qualifications</li><li>• Computer literate</li><li>• Ability to make small repairs to laboratory equipment</li></ul>