

Job Description

Job title	Science Technician	Grade	LBR4
School	Valentines High School		
Reports to	Senior Science Technician / Head of Science		

Main duties and responsibilities

Preparation of specific lesson material for designated areas of the Department to include as appropriate:

- Collecting apparatus and chemicals from storage
- Preparing necessary solutions
- Checking individual components in and out for class use
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons
- Preparing experiments, setting up apparatus and equipment for demonstration and practical lessons as requested by teaching staff
- Preparing for and setting up practical examinations
- Liaising with staff over use of equipment and stock
- Advising staff of any problems, including safety aspects In line with CLEAPPS guidance
- Returning apparatus, etc., and chemicals to storage as soon as practicable.
- Repairing damages or arranging for this to be done.
- All orders to be prepared and placed in laboratories at least 15 minutes before the commencement of lesson.

Laboratory maintenance, including:

- Switching on/off main services
- Keeping laboratories clean and tidy in conjunction with the teacher in charge
- Cleaning of sinks, chemicals on bench tops, spillages of chemicals on floor
- Storing materials tidily
- Keeping equipment clean

Other duties:

- Taking stock of chemicals, consumables, stationery, books and breakable items
- Updating stock record books
- Advising on stock replacement needs
- Writing orders and checking arrivals
- Support the Lead Technician in producing high quality practical support to the students and staff of the school
- Any other reasonable duties concerning the Science Department, as may be requested from time to time by Head of Science/Senior Science Technician.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by.....

Date.....