

JOB TITLE **SCIENCE TECHNICIAN**

RESPONSIBLE TO: **SENIOR SCIENCE TECHNICIAN, HEAD OF SCIENCE AND SCIENCE TEACHERS**

MAIN PURPOSE OF JOB:

To ensure the provision of effective support to all teaching staff in the department in discharging their curricular responsibilities to students throughout the school, including GCSE and A level students.

MAIN RESPONSIBILITIES:

- 1 Provide timely and effective support for the science department through regular liaison with teaching staff.
- 2 Using topic files, prepare all apparatus, materials and resources for practical lessons throughout the school including GCSE work and A level without supervision.
- 3 Ensure the proper maintenance of all equipment, glassware in accordance with good laboratory practice.
- 4 Preparation of chemicals for practical lessons
- 5 Ensure apparatus, chemicals and stationery are stored and maintained appropriately.
- 6 Ensure that the requisite Health and Safety Regulations and Codes of Practice are followed for the safety of staff and pupils.
- 7 Maintain safe working conditions in labs and prep rooms.
- 8 Liaise and amend Schemes of Work as per the teachers' requests.
- 9 Undertake those duties as required by the Senior Science Technician.

GENERAL:

- To ensure the health and safety and welfare of pupils, staff and visitors at all times.
- To assist with general prep room duties as required.