



Science Technician Job Description

Job Details:

Title:	Science Technician
Reporting to:	Curriculum Leader of Science, through Senior Science Technician
Responsible to:	Principal
Hours:	36 hours per week Term time only plus 3 Inset Days to be worked as directed by the Principal
Grade:	Points 5 - 6

Job Purpose

To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.

Under the direction of the Head of Science to co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.

Responsible For

Assisting the Senior Science Technician in managing all science resources.

Liaising With

Head of Science, Science Teachers, Science Technicians and Facilities Staff.

Main Duties and Responsibilities

To ensure the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keeping up to date with current procedures and practices through continuing professional development.
- The provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- To contribute to the design, development and maintenance of specialist resources and/or long term projects.
- Under the overall guidance of the Senior Science 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.

Our Mission – Our school aims to provide a quality education in a caring community based on values of **respect, responsibility** and **resilience** and a relentless pursuit of excellence in all that we do.



- To prepare resources and assemble apparatus.
- To prepare standard solutions, purify chemicals and treat waste.
- To order and check stock, keep stock records and maintain resources.
- To collect, check and return equipment to stores.
- To clean and repair equipment.
- General laboratory cleaning of bench surfaces and fixed equipment.
- To audit the levels of PPE in each laboratory each half term
- To assist in practical classes.
- To assist the Head of Science with photocopying, producing displays and organisation of resources.
- To assist the Head of Science with data input.
- Other administration tasks as directed by the Senior Science Technician and Head of Science.

General requirements:

- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

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

Date: 11 May 2020

Name of post holder:

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Signature of post holder: _____

Date: _____

Signature of Principal: _____

Date: _____