**SCIENCE TECHNICIAN**

**JOB DESCRIPTION**

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| Line Managed by:  | Senior Science Technician |
| Line Manager for: | N/A |
| Salary Scale: | NJC Grade 3 (pt 5-7) 21,591 – 22,377pro rata |
| Hours: | 27.5 hours, 39 weeks per year (term-time only) no holiday may be taken during term-time. (some out of hours working may be required) |
| Annual Leave: | School Holidays only |
| Contract | Permanent |

**Job Purpose**

To maintain supplies and stocks of equipment to a high standard, prepare materials for science lessons and ensure a foundation of excellence for the science faculty, with a focus on sixth form.

To maintain teaching laboratories, preparation rooms and equipment in a safe and efficient state, in accordance with statutory regulations and the Schools’ Health & Safety Policy.

**Key Responsibilities**

* To ensure that laboratories and Prep room are kept tidy and in a suitable state

for carrying out practical experiments. This will include cleaning and

maintaining apparatus and glassware in cupboards and drawers. Some cleaning

of bench surfaces and sinks will be necessary after practical sessions to prevent

chemical or microbiological contamination.

* To liaise with the 6th Form teaching staff checking the science area requisitions

for the apparatus needs of lessons and ensure that equipment is in working order.

* To prepare and set out materials and equipment for staff demonstrations and

student experiments, as requested by individual teaching staff across the school.

* To maintain sets of apparatus in storage cupboards and drawers.
* To support teaching staff in working with students on specific projects – this

may involve the construction of special equipment and preparation of chemicals.

* To ensure all invoices are checked, and entered on assets register if appropriate,

then forwarded to the Finance Department.

* To control and monitor stocks of consumables and apparatus and re-order with the Senior Science Technician as appropriate, checking orders against invoices and disposal of surplus material or equipment in liaison with areas Course Leaders and the Senior Science Technician.
* To construct simple items of laboratory equipment as required.
* To liaise with teachers in testing and developing new experiments prior to student investigation when requested.
* To be familiar with COSHH regulations for hazardous materials and carry out risk assessments for practical assessments.
* To prepare materials for external practical assessments as required by the

examination board, ensuring their security and confidentially at all times.

* To assist with the running of the external practical assessment as required by

the examination boards.

* To attend appropriate courses as and when required and take a full and active

role in personal development, e.g. for Technicians, First Aid, Health & Safety

and basic Information Technology.

* To assist the Science areas in preparing and setting up exhibits for Open

Evenings.

* To liaise with other technical staff as and when appropriate.
* To participate in the Schools’ appraisal scheme and be appraised by the line

manager on an annual basis.

* To ensure that all other duties that are deemed appropriate by the School are

carried out.

*The job description outlines the main duties and responsibilities under broad*

*headings. It is not intended to specify every job activity or responsibility in detail.*

*All Grey Court employees are expected to work flexibly to ensure that responsibilities*

*are fulfilled efficiently and effectively according to the needs of the School and its*

*students.*

*Job descriptions are subject to change because of the changing environment in*

*which the School operates.*