

Science Technician Job Description

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
Under the (overall) control of the senior 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.	<ul style="list-style-type: none"> Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities. Assisting in practical classes & carrying out demonstrations. 	Daily Weekly Daily Daily Weekly
To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> Actively contributing to the assessment, monitoring and review of both health & 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 & safety issues to teaching and trainee technical staff; The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; The healthy & safe storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.) Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending department meetings. 	As required Daily As required As required As required As required
To assist the team-leader / senior technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.	<ul style="list-style-type: none"> Organising and supervising trainee technicians as required. 	Daily
To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	<ul style="list-style-type: none"> Constructing & modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste. To liaise with specialist agencies. 	As required Daily As required As required
To support the team-leader / senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.	<ul style="list-style-type: none"> Checking stock, ordering. Keeping stock records. Maintaining resources. 	As required Annually As required
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. These tasks apply to both the preparation rooms and the laboratories.	<ul style="list-style-type: none"> Collecting, checking and returning equipment to stores. General laboratory cleaning of bench surfaces and fixed equipment. Cleaning and repair of equipment. 	Daily Weekly Monthly

To contribute to the Science Department's preparation and presentation at Open Evening events.	<ul style="list-style-type: none"> • Preparing resources and experiments for Open Evenings. • Being present to support teachers and students on Open Evenings. 	Annually Annually
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