

**Job Description**

**Assistant Science Technician**

**Grade C**

**22 hours x 39 weeks per year**

**Responsible to**: Lead Science Technician

**Job Purpose**

To provide a technician service to the Science Department.

**Main duties and responsibilities**

* Servicing, testing, routine maintenance and operation of laboratory equipment
* Preparing equipment of laboratory classes in accordance with given instructions
* Provide advice and guidance to staff and students on basic technical issues
* Checking materials and equipment before and after use by a class for quantity and damage
* Cleaning of glassware and other equipment
* Maintaining Science classrooms to ensure a clean, safe and orderly environment
* Support students in the classroom environment to assist in the learning process where appropriate
* Caring for plants and animals kept in the department
* Liaising with the Lead Science Technician over the safe disposal of chemicals and biological waste
* Liaising with staff over use of equipment and stock
* Checking and maintaining first aid equipment
* Checking and replenishing stocks as directed

**Standards**

Work within the requirements of the Trust’s Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust’s Equalities policy and relevant legislation

**Personal Development**

Participate in a programme of CPD

This document outlines the duties required for the time being for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level or responsibility required.