**JOB DESCRIPTION**

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| **TITLE:** | **Science Technician** |
| **Hours** | **15 hours**  **Term time only (38 weeks)** |
| **Salary** | **Grade 6 £18,000 - £20,168 pro rata**  **depending on qualifications & experience** |

**Responsible to: Head of Science**

**MAIN PURPOSE OF THE POST**

Under the overall direction of the Director of Learning, to provide technical assistance and support in the preparation of materials and apparatus for practical activities for Years 7 to 13.

To maintain a well-ordered stock of chemicals and equipment, as well as regularly monitoring teaching laboratories to help ensure continued high standards within the Science department.

To adhere to the correct Health and Safety standards, both in the supply of apparatus and chemicals and in their preparation and maintenance.

**PROFESSIONAL RESPONSIBILITIES**

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| **Responsibilities** | **Activities that are likely to be carried out** | **Suggested**  **frequency** |
| *To co-ordinate the use of practical resources and facilities and provide assistance in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.* | Preparation of resources.  Obtaining materials by local purchase.  Providing technical advice to teachers, technicians and pupils/students.  Carrying out risk assessments for technician-centred activities.  Assisting in practical classes and carrying  out demonstrations. | Daily  Weekly  Daily  Daily  Occasional |
| *To ensure and promote the maintenance of a healthy and safe working environment through:*   * *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 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.* | Keeping up to date with health & safety requirements and with developments in practical science (attending courses and reading publications).  Bringing H&S matters to the attention of the Director of Learning, other technical staff, teachers and students.  Correct disposal of waste materials.  Checking first-aid kits; carrying out electrical and other safety checks, etc.  Organising, storing and checking the condition of chemicals and equipment.  Maintaining preparation room & labs in a clean, tidy and safe condition. Advising Director of Learning of any risks requiring outside attention.  Attending department meetings.  Uphold and practice, as applicable, the requirements of the school and science department Health & Safety policy. | As required  Daily  As required  As required  As required  As required  Daily |
| *To contribute to the design, development and maintenance of specialist resources (this might include science specific ICT, e.g. data logging) and/or long term projects and offer professional guidance, assistance*  *and support to students and teachers on the practical aspects of the curriculum.* | Designing, constructing and modifying  apparatus.  Setting up and ensuring the caring for  various collections.  Preparing standard solutions etc, purifying  chemicals, treating waste. To run a  maintenance schedule to ensure the good  working order of balances, fume  cupboards and other apparatus.  To supply glassware in a clean condition. | As required  Daily  As required  Daily |
| *To support the Director of Learning 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 records of stock.* | Checking stock and ordering.  Keeping stock records.  Maintaining resources.  Pre-empting shortages/teaching group  clashes.  Assisting with Open Evening/Morning. | As required  As required  As required |
| *Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standards.* | Collecting, checking and returning equipment to stores.  General prep room cleaning of bench surfaces and fixed equipment.  General cleaning and repair of equipment. | Daily  Weekly  Monthly |
| *Assist in Admin:*  *Text books* | Order, number and record text books for distribution at start of year and record their return at the end of the year.  General administrative work within the Department.  Monitoring and updating of displays throughout the Department. | Annually  As required  As required |
| *Support teaching staff in the collection, setting up, and clear up of demonstration and practical equipment* | * Collecting, checking and returning equipment and materials from storage and their organization for class use, including audio-visual apparatus and textbooks. * Preparation of equipment and materials for lessons, both for demonstration and class use. This will include liaison with science staff when specific apparatus needs to be constructed. * Assisting science staff in lessons when requested. This may include giving out certain chemicals or items of equipment, assisting with demonstrations and class practicals and in doing this learning Lab procedures. | Daily  Daily  As required |
| *Professional development* | * To attend appropriate courses to improve expertise in various areas and to keep up-to-date with current literature relevant to all aspects of the Technicians job description * To attend regular meetings as required: e.g. within school those involving support staff, or out of school with technicians of other local schools. * To work as a team with each other and the science teachers, giving and offering support to engender a feeling of goodwill | As required  As required  Daily |
| *To carry out any other duties as reasonably required by the Director of Learning* |  |  |

This job description is not a comprehensive definition of the post. It will be reviewed at regular intervals and may be subject to modification or amendment at any time, after consultation depending upon the future needs of the Department and the particular strengths of the Technician.