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**SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

**Job Title:** Science Technician

**Reports to:** Head of Science

**Pay:** Grade F, scale 19 - 22 (£18,560 - £20,456, pro rata, per annum). 37 hours per week, term time only (including all inset days) 39 weeks per year (total paid weeks 44.26)

**Job Purpose:** To provide technical support services to Science, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

**Main Duties / Responsibilities**

* To prepare and clear science equipment for experiments as required
* To demonstrate and assist in practical lessons as required
* Ensure all apparatus, equipment and materials are prepared for demonstration or for pupils use as requested by the teaching staff
* Provide technical and general assistance to teachers and pupils
* To pay due care and attention to health and safety following CLEAPSS guidelines. Ensure all labels referring to safety hazards are clearly visible, relevant hazcards and equipment safety information are provided as needed.
* To dispose of or reclaim all waste laboratory materials including hazardous waste/chemicals in accordance with procedures and health and safety requirements.
* Keep a check on departmental stock levels and support the Head of Science to administer the ordering, issue and distribution of stock. Check deliveries and invoices and refer any queries to responsible person
* Maintain and repair the apparatus/equipment used by the department and report other damages/needs
* To maintain and keep records of apparatus, equipment and materials for inventory purposes
* Maintain tidy and organise work spaces and storage areas
* Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to
* Provide advice and guidance to staff, students, and non-science teachers/cover supervisors
* To develop resources in consultation with members of the science staff
* To undertake any specialist shopping as required.
* Help staff as required with maintaining of display space within the Science Department

**General**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.