



Job Description

- Title of Post: Science Technician
- Present Scale: BWS Pay Scale F19 – 22 (Term Time only)
- Postholder: TBC

Responsible to: The Postholder will be immediately responsible to the Senior Science Technician.

1. **Job Role:**

- 1.1 To support teaching staff in the development and education of students including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines.

2. **Duties and Responsibilities:**

- 2.1 Assisting in the day to day running and maintenance of labs, prep and store rooms, equipment and supplies ensuring the preparation and clearing away of apparatus and materials, washing of apparatus with its return and storage, keeping sinks, labs and shelves clean and tidy.
- 2.2 Preparation of materials/samples for classwork, coursework and assessed practical's.
- 2.3 Maintenance of secure inventories, stock control and preparation of stock reagents and solutions along with issue of chemicals, apparatus, equipment, materials in accordance with specified procedures.
- 2.4 Assisting with annual stock-taking within the Science Faculty.
- 2.5 Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure.
- 2.6 Care of plants within the Science Faculty.
- 2.7 Construct, test, collect and clean demonstration glass and examination apparatus.
- 2.8 Carry out routine safety checks in accordance with laid down instructions and codes of practice.
- 2.9 Maintain fittings and equipment in a serviceable condition undertaking minor repairs where practicable and recommending and arranging outside repairs, replacements and maintenance where necessary.
- 2.10 Prepare physics demonstrations including use of the cathode ray oscilloscope
- 2.11 Ensure labs are left safely with taps turned off, electrical connections in a safe condition with apparatus and materials cleared away for safe storage after use.
- 2.12 Ensure teaching staff are aware of the dangers of leaving equipment in an unsafe condition, e.g. breakages, spillages, emphasising the dangers of not informing the technicians immediately if any of these occur.



- 2.13 Undertake photocopying or duplicating as necessary including the reproduction of confidential examination materials ensuring that reprographic equipment and associated consumables are kept in stock.
- 2.14 Assist and retrieve standard documents and resources using ICT for class and teacher use.
- 2.15 Assist and ensure that textbooks are catalogued, repaired and reimbursement sought where not returned.
- 2.16 To assist with exhibitions and displays for Open Evenings for the Science Faculty.

3. **General:**

- 3.1 Recognise own strengths and areas of expertise along with the strengths and areas of expertise of the other technical support staff and use these to advise and support others.
- 3.2 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people (s)he is responsible for or comes into contact with.
- 3.3 Contribute to the overall ethos/aims of the School and to promote the agreed vision and aims of the School.

4. **To adhere to the ethos of the School**

- 4.1 To set an example of personal integrity and professionalism.
- 4.2 Attendance at appropriate staff meetings.
- 4.3 Any other duties as commensurate within the grade in order to ensure the smooth running of the School.

5. **General Conditions and Review**

- 5.1 This job description may be amended at any time in discussion between the Head Master and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.
- 5.2 In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- 5.3 **Review.** This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the postholder and the Head Master or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date: _____ Signed (Postholder): _____

Date: _____ Signed (Head Master): _____