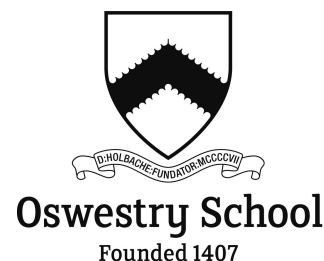


JOB DESCRIPTION

Technician: Science



Line Manager

Head of Science Faculty

Objective of the role

Technicians have a vital role to play in the Science Department, both in support of teachers and in having responsibility for various administrative matters to ensure that pupils derive maximum benefit from their lessons (especially practicals) by communicating well with teaching staff to make sure that practical lessons are properly equipped

Responsibilities

Principal task

- To work as part of the Science Team

Teaching support

- To support the work of teachers in classes and laboratory sessions
- To make sure that all requested equipment is provided and laid out at the beginning of lessons and cleared away at the end
- To run trials of experiments prior to classes
- To report observed poor pupil behaviour
- To demonstrate to staff, and pupils when requested, techniques and methods for experiments
- To work with individual students and supporting them on research projects, under the overall supervision of teaching staff
- To assist on out of school trips, including fieldwork, when necessary
- To take recordings when requested; cataloguing and sharing the data

Health and Safety

- To work safely at all times (guidance from Croners/COSH and other)
- To alert the Head of Science to any observed Health & Safety issues
- To monitor/maintain safe working conditions in laboratories, including: safe preparation/storage of chemicals; safe preparation/disposal of pathogenic organisms; safe storage/use of radioactive sources; and safe handling/disposal of biohazards

Practical resources

- To maintain/make basic equipment as required
- To ensure all used equipment is cleaned correctly
- To collect and care for insect and plant materials as necessary
- To coordinate work to ensure that the most effective use is made of equipment

Administration

- To perform general administration duties
- To work with the Head of Science on budget development and control
- To order resources
- To maintain stock control and an inventory of equipment and resources found within the department
- To liaise with academic timetables, equipment requirements, room allocations, and work plans

General

- To prepare/service equipment for non-science departments, as requested by the Head of Science
- To undergo training as part of ongoing professional development
- To carry out other reasonable duties as required by the Head of Science

JOB DESCRIPTION

Technician: Science



Job requirements

- Very good interpersonal skills
- Basic First Aid knowledge
- Proficient IT user

<p>Signed</p> <p>Print name</p> <p>Dated</p> <p style="text-align: right;"><i>(Post holder)</i></p>	<p>Signed</p> <p>Print name</p> <p>Dated</p> <p style="text-align: right;"><i>(Line Manager)</i></p>
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