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| \\TCHS-SVR-FILE1\UserData$\Staff\rosullivan\Desktop\brentwood image.pngTRIN    **TRINITY CATHOLIC HIGH SCHOOL**  **(Science and Sports College)**  ***Chairman of Governors: Mrs S Musiu***  **Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA** Job DescriptionScience Technician *The list below is not intended to be comprehensive, but merely an indication of the kind of duties that might be expected.*  **General Duties**   * To assist in keeping the Science department running at an optimum high efficiency. * To assist as required so that all deadline/priority dates are adhered to for the department. * To carry out other reasonable duties as assigned by the Headmaster, School Manager/Deputy Head or Head of Department. * To contribute to the overall ethos / work / aims of the school. * To participate in training and other learning activities and performance development as required. * To recognise own strengths and areas of expertise and use these to advise and support others. * To be flexible and willing to work across both upper and lower sites when required.   Science duties   * To perform laboratory tests in order to produce reliable and precise data to support scientific investigations. * To prepare specimens and samples as directed by Teacher. * To prepare, maintain and repair equipment and chemicals for lessons and ensure, as far as possible, that IT and audio equipment is ready. * To ensure general lab cleanliness and upkeep of first aid and spills kits. * To carry out routine laboratory checks and maintenance and to advise on equipment shortages and equipment difficulties or problems with working procedures if appropriate. This is to include termly laboratory safety checks and return to Head of Science by deadlines * To maintain and check laboratory and prep room windows, floors, doors, sinks, furniture etc. and to report any deterioration or damage to Head of Science and the Head of Site * To be responsible for the production of resources as required. * To carry out annual stock take on equipment and chemicals, whilst checking regularly for deterioration * To order equipment, stationary and chemicals throughout the year * To keep back-up copies of capitation expenditure * To report/respond to the Head of Science re work-load, absenteeism, time changes and equipment requisitions * To attend the Borough Technician meetings and Borough run Safety, Electrical, Biological or Chemical Courses as appropriate * To ensure an accurate log of equipment transferred between sites is adhered to, and to assist with such transfers. * To ensure that staff are consulted well in advance, if there is a problem with lesson equipment requested. * If required to look after animals, specimens and plants kept by the Science Department including arrangements for holiday periods. * To cover for other technicians, if absent or short staffed. |