

BETHS GRAMMAR SCHOOL: JOB DESCRIPTION

Name:
Role: Science Technician (Physics Specialism)
Department: Science
Report to: Head of Science

ACTIVITY	RESPONSIBILITY	NOTES
Duties	<ul style="list-style-type: none"> • Reports to the Senior Technician for the organisation and management of the Physics department. • Working closely with the Head of Physics and other science staff in providing both expertise, technical advice and support. • To prepare resource materials for lessons with due regard for the safe handling and storage of all materials used. • Setting up equipment for experiments and practical lessons, testing and maintaining apparatus and electrical equipment to ensure they are in good working order. • Maintain a filing system for Schemes of Work to be used the following year, with written notes/comments of any ways to improve the lessons. • To clear laboratories at the end of each lesson, wash up utensils and store resources safely and efficiently. • To dispose of contaminated microbiological waste (Biohazard Waste) safely, according to appropriate regulations. • To work closely with the Head of Subjects to ensure that all adequate risk assessments are in place. • To set up, test and advise on practical examinations and assist in the examination when required. • To maintain preparation rooms, laboratories and store rooms, ensuring that they meet Health and Safety requirements. • The care of plant life and animals within the Department. • Report any breakages, replacement equipment required, to HOD. • Report any Health and Safety issues to the Head of Science and Operations Manager. • In liaison with the Head of Department, order chemicals, supplies, text books and equipment, including supplies of perishable goods when appropriate. • Ensure all new text books are stamped with the school stamp and recorded. 	

	<ul style="list-style-type: none"> • Assist Department staff with the recording of, handing out and collection of text books and equipment at the start and end of each year. List and report any unreturned items to the School Office for invoicing. • Responsibility for maintaining the department asset register and loans book. • To place and follow up orders, checking deliveries and keeping financial records as advised by the Head of Science • Assist the Senior Science Technician with stock taking annually. • Photocopying as required. • Cover for absence of other Science Technicians. • Organising and distributing cover for teacher's absence 	
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NOTE: This job description is based on the Teacher's Standards and is subject to the Conditions of Employment contained within the School Teachers' Pay and Conditions Document currently in force. It is reviewed regularly, and aspects may be amended in negotiation with Team Leaders.

Signed:

Date: