



Beacon Academy

Ambitious for excellence in all we do

Job Description

JOB TITLE	Science Technician
RESPONSIBLE TO	Science Technician Team Leader
MAIN PURPOSE OF THE JOB	Under the overall control of the Head of Science/Science Technician Team Leader, to co-ordinate the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department.

Main Functions

1. To ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
2. To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments
3. To assist the team leader/senior technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
4. To contribute to the design, development and maintenance of specialist resources and/or long term projects.

5. To support the team leader/senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
 6. Under the overall guidance of the team leader/senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
 7. To assist in practical classes and carry out demonstrations
 8. To set up and maintain audio visual aids
 9. To set up computers and data logging equipment
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.