



Job Description

Science Technician

Job Purpose

Under the general direction of the Senior Science Technician to provide full technical support to the Science Department.

Duties and Responsibilities

1. Responsible for assisting with the preparation and setting up of classroom experiments, demonstrations and equipment, including new technology applications. Delivery of experiments and equipment to laboratories and retrieval of such at the end of lessons.
2. Preparation of specimens and solutions for use during classes and maintenance of teaching aids/worksheets.
3. General maintenance of laboratories and ancillary rooms in a clean and tidy condition including the responsibility for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaning staff.
4. Assist teaching staff in the laboratory/classroom with pupils and demonstrations and assist with development work as required.
5. Undertake simple repairs and maintenance of scientific equipment, notifying the relevant person of faults detected or repairs that may be required to such equipment.
6. General clerical tasks e.g. filing, issuing/maintenance of books and resources, data handling and production of data, preparation of resources for teaching staff.
7. Where appropriate shopping for the purchase of necessary items for experiments (e.g. foodstuffs).
8. Care of any laboratory animals/insects/reptiles and plant life.
9. Assist with the safe handling, storage and transportation and safe disposal of chemicals in accordance with Health and Safety procedures and guidelines.
10. Take part in training as required including Health and Safety issues and actively contribute to monitoring and review of Health and Safety procedures in the work area.
11. Review levels of stocks advising the senior technician accordingly.
12. To work as part of a technician team meeting the needs and requirements of the teaching staff and pupils in delivering the science curriculum.

Health and Safety

The post holder must comply with Blue Coat School's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Blue Coat School's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns that they may have that suggest a child or vulnerable adult may be being abused or neglected immediately.



Blue Coat

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SCIENCE TECHNICIAN

PERSON SPECIFICATION

KNOWLEDGE Essential: Knowledge of science subjects.

Knowledge of chemicals and their composition

Health and Safety and safe working practices

EXPERIENCE Essential: Understanding of laboratory environments

Administrative procedures

Organisation of workload

Computer knowledge

ATTITUDES Approachable

AND PERSONAL Self Motivating

QUALITIES Able to take initiative

Able to work calmly under pressure

Good inter personal skills

DESIRABLE School Organisation

Flexibility