# CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

# JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Science Technician**  | **JOB REF NO** | **AAAE5047** |

**BASIC JOB PURPOSE**

To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory experiments, projects and examination work.

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| **NO** |  **MAIN RESPONSIBILITIES** |  |
| **1** | Check and provide in the appropriate laboratories, science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level projects and examination work. |  |
| **2** | Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met. |  |
| **3** | Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments. |  |
| **4** | Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable pupils to carry put practical science experiments in the laboratory.  |  |
| **5** | Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department. Assisting Head of Science by keeping record of spending and budget.  |  |
| **6** | Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff. |  |
| **7** | Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements. |  |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.  |