

URSULINE HIGH SCHOOL

SCIENCE TECHNICIAN

JOB DESCRIPTION

Post Title: Science Technician

Grade: ME4, points 3 – 4 : £20,835 - £21,210 (pro rata)

Responsible to: Principle Science Technician

Date: June 2019

The Science Technician will be required to work 39 weeks per annum.

Key Roles:

To be a keen, effective team player within the Technical Support Team.

To assist in facilitating practical work.

Maintain a safe working environment.

To assist in the maintenance of resources, materials and equipment

Specific Duties:

1. Collection of equipment including I.C.T. equipment and materials from storage and their organisation for class use.
2. Preparation of equipment and materials for lessons both for demonstration and class use. To try out unfamiliar practicals prior to use and report findings.
3. Checking materials, equipment and textbooks before and after use by a class, for quantity and damage.
4. Maintenance of basic laboratory equipment.

5. Cleaning of glassware and other equipment.
6. Assist in preparing physics experiments.
7. Maintenance of laboratories to ensure clean, safe and orderly environment.
8. Contribute to maintenance of an inventory of materials and equipment and associated stock taking duties.
9. To assist in issue of textbooks and their inventories.

General

Any other duties as required by the Principal Science Technician.