

<b>Job Title</b>	Science Technician
<b>Responsible to</b>	Head Science Technician
<b>Grade</b>	D1

## **1 Purpose**

To provide technical support to the work of the teachers in the Science Department and to enable the smooth running of the subject by ensuring that apparatus is operating properly and safely for the use in practical Science lessons.

## **2 Key Responsibilities**

- Carrying out risk assessments for practical and technical activities
- Preparing necessary solutions and equipment for practical experiments
- Maintaining, repairing and taking inventory of apparatus
- Liaising with staff over equipment and safety issues
- Running trials of experiments and demonstrations
- Clear away, wash and clean apparatus/equipment used for demonstration purposes
- Taking an active part in laboratory demonstrations
- Ordering resources and keeping budgets
- To support with the department's photocopying and filing
- Keep clean, tidy and safe and ensure the maintenance of bench tops, fittings and, where necessary, other equipment within the area of responsibility
- Ensure that all health and safety procedures are understood and followed correctly
- Any other reasonable duties as required

## **3 Organisation**

The post holder will be directly line managed by the Head Science Technician. The post holder has no direct staff supervision responsibilities

## **4 Financial Accountabilities**

The post holder will have no direct responsibility for any financial resources

## **5 Hours of Work**

37 hours per week (Monday to Friday) 38 weeks per year (term time only). Hours to be mutually agreed between the Head Science Technician and Director of Science.

## **6 Person Specification**

- GCSEs at 'C' grade or above or equivalent
- Previous experience in a similar field
- Ability to organise own time to ensure that resources are available when required.
- Ability to work to tight deadlines and be flexible in supporting other staff
- Ability to work effectively as part of a team
- Good interpersonal skills
- Ability to communicate well with all Science personal