

**JOB DESCRIPTION
SCIENCE TECHNICIAN**

**Pay Scale: Scale 4 (Points 18-21) - £21,546-£23,610 per annum inclusive
36 hours per week, all year round basis**

Responsible to: Senior Science Technician – Head of Science Department, Senior Leadership Team

Main purpose of the job:

- Maintain a safe working environment
- Maintain and prepare supplies of resources, material and equipment
- Support the learning process in science
- Work in a co-operative manner with colleagues

Specific responsibilities and tasks

1. Responsible for liaising with science staff on a daily basis and the Senior Science Technician on a regular basis, and ensuring their requirements are met.
2. Preparing equipment as requested by staff in the Science Department independently or in collaboration with other technical staff. This will usually be providing equipment for demonstrations or class experiments. Preparation of KS3-5 Specification Practicals are also an essential component of this role. It will also include pre-testing experiments, collecting sample data, setting up demonstrations or carrying out demonstrations. Organisation of resources and moving equipment between floors as needed.
3. To be responsible for the control and accounting of stock under the supervision of the Senior Science Technician. This includes receiving new stock, maintaining and updating inventories/stock books, keeping records of departmental expenditure, completing stock checks and arranging for equipment to be repaired and routinely inspected.
4. Working with colleagues within the Science Department to create, develop and maintain records which encompass methods for class experiments, COSHH and risk assessments. Undertaking first aid as needed, following successful completion of accredited training.
5. To prepare and maintain the stock level of chemical solutions, and in liaison with the Senior Science Technician and other colleagues be responsible for their safe disposal of used and surplus chemical and culture and managing spillages/accidents in the laboratories.
6. Maintenance of resources including exercise books and stationary for class use.
7. To participate in internal and external training as required.
8. Liaison with external contractors and suppliers as necessary.
9. To carry out other duties commensurate with the post as required by the Senior Science Technician, Head of Department and Senior Leadership Team.

Key Measures of success

The Department, and individual class teachers, are fully supported in their teaching requirements
Safety standards are fully complied with and maintained.