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| **Science Technician (Physics)**  **JOB DESCRIPTION** |

Name:

Title of Job: Science Technician

Relationships: Responsible to: Head of Science/Senior Technician

Purpose of Job: To ensure that equipment, apparatus and materials are available to support the teaching of academic staff

Supervision required: The job holder is expected to carry out duties with the minimum amount of supervision from line managers. The job holder should be suitably qualified and experienced so that the tasks required may be carried out without direct supervision.

Work complexity: Much of the work involved is regular and routine. The job holder’s normal duties will entail working alone or with other technicians, but the job holder will also need to communicate with both teaching staff and pupils.

Working Hours: 8:15am – 4:45pm

Principal Duties

* To ensure from the laboratory order of the teaching staff that the necessary equipment, apparatus and materials are set up and available including setting up computers and data logging equipment.
* To promptly clear away, clean and store safely equipment, apparatus and materials in a convenient location.
* To maintain the Science laboratories and prep rooms in a clean, tidy and safe manner, as necessary.
* To care for and maintain the apparatus and the laboratories, including safety and fire equipment, to ensure that they are safe and operate correctly.
* To ensure an adequate supply and stock of consumable material, laboratory equipment, books and stationery.
* To comply with the Health and Safety procedures and to advise staff and students on best practice when appropriate.
* To dispose of biological materials, chemicals, broken glassware and other hazardous materials in a safe and appropriate way.
* To ensure that the chemical store is kept locked when not in use.
* To maintain living, plant and animal resources in a safe and appropriate manner.
* To clean up and make safe spills, breakages and related incidents that require careful handling.
* To assist with the organisation and distribution of Science Department textbooks, and in maintaining computer records of equipment, consumables and textbooks.
* To attend department meetings when requested by the Head of Department and to carry out actions as necessary.
* During the school holidays and other school closures to carry out specific tasks as instructed by the Head of Science, Head of Chemistry or Head of Physics.
* To develop new experiments, demonstrations and other teaching resources as requested by teaching staff.

* To assist with display material and exhibitions for open Days within the Science Department.
* To carry out any other tasks at the reasonable request of the Head of Science, the Head of Chemistry or the Head of Physics and any other appropriate duties as requested by the Headmistress.

1. **Electrical Testing** (for which specific training will be provided)

To oversee and assist the other trained members of staff in:

* maintaining an up-to-date record of electrical equipment in the school (Senior School and Lower School, both Prep and Westbourne)
* carrying out essential regular annual testing of all electrical equipment (possibly during the school holidays)
* ensuring the appropriate equipment and consumables are available to carry out the electrical testing and that the applicant testers are calibrated on an annual basis.

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Signed Date