

Science Technician

Accountable: Head of Chemistry and Biology

Hours: 30 hours per week (flexible)

Term time only plus 4 weeks

Start in January 2019

### **Job description**

Main areas of responsibility

- To prepare, set up and clearance of solutions, materials and apparatus for practical science lessons
- Ordering stock from local shops, canteen and scientific suppliers to obtain the best prices
- maintaining logs of all chemicals and equipment
- Management of all risk assessments for practical activities for both biology and chemistry and be familiar with all relevant health and safety data with respect to CLEAPSS including COSHH
- Report any incidents/injuries no matter how insignificant to the welfare officer
- Safely store and disposal of all chemicals
- To set up teaching aids as requested e.g. laptops /data loggers / IPads etc. and to be available to assist when necessary to ensure the students gain the most from the scientific experience
- Trialling new experiments and researching practicals to ensure the best results are achieved cost effectively
- Ensuring the fume cupboards are checked by professionals yearly and logged
- Carrying out in-house repairs, calibration and maintenance of apparatus e.g. microscopes, the still etc.
- Support the ethos of the school by upholding all relevant policies e.g. safeguarding
- Care of animals and plants for practical work
- Act as a good role model in terms of conduct, punctuality and attendance
- Making use of opportunities and training provided by the college by attending in-house inset training days
- Assist in administrative tasks filing, photocopying, laminating return of books, liaison with staff if absent to help organize cover work registering students and taking to library if under the age of 16
- Attend relevant team and staff meetings
- Manage biology and chemistry budgets, which is discussed twice a year with the finance manager and heads of department
- Organise Practical timetable twice a year
- Assisting in summer school and ULink activities