



JOB DESCRIPTION

Science Technician

Term Time Only
36 hours per week

Main Purpose of the Post

Under the overall direction of the Head of Department, and in accordance with the practices and procedures of the School, provide safe resources for use by teaching staff and students. Assist by providing technical support, assistance and advice to teaching staff, colleagues and students.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

Main Duties and Responsibilities

- To prepare materials and equipment for practical lessons in a timely manner
- To prepare materials, solutions and reagents as required for practical work and demonstrations
- Prepare agar plates, sub culture microbes and dispose of all microbiological plates according to health and safety standards
- Carry out risk assessments according to CLEAPPS
- Manage stock and equipment for the department, ensuring it is in the correct place and replaced where necessary, advise of shortages and assist in ordering stock
- Number and check text book returns
- Ensure that store rooms are kept in order, clean and tidy
- Set out and clear away materials as required for practicals and open evenings
- Ensure that disposal of materials is in accordance with health and safety procedures
- To clean and maintain equipment as required including microscopes, clean up any spillages.
- Report any faults or deficiencies in power, gas or water to the Head of Department and Caretakers
- Carry out visual safety checks, at least every term to ensure that the standard of equipment is acceptable (e.g. safety goggles, methane burners, power packs etc) any issues should be reported to the Head of Department
- Ensure storage and labelling of chemicals is in line with current regulations
- Monitor stock of first aid materials within the department and re-order as necessary
- Provide in-class support to teachers during practical sessions, when requested
- Maintain notice boards, put up displays in the science area and around the School
- Maintain and order stationary supplies

Health and Safety and Compliance

- To be aware of, and to comply with, all departmental/School instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas.
- Advising staff on safety issues and trialling practical work where necessary
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: Equal Opportunities, Health, Safety & Welfare, Child Protection, Data Protection and Risk Management

Support for the School

- To assist with practical examinations as may be required
- To invigilate Examinations as directed by the Examinations Officer as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of School learning activities e.g.clubs, extra-curricular activities within guidelines established by the School where possible
- Contribute to the overall ethos/work/aims of the School
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings and briefings with department and whole staff
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed

Auditing

- Ensure an up to date inventory is maintained
- Manage School’s equipment cleaning audit
- To assist with the production of an annual audit of the equipment

General

- Take responsibility for own professional development, continually keep updated about new initiatives in Technology and contribute to the School as a learning organisation
- Contribute to the overall ethos/work/aims of the School

Working Conditions

- Standing for extended periods of time
- Lifting and transporting of objects
- Some work involving visual display units
- Evening work during open Evenings

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed (Post Holder)

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Signed (Line Manager)

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Date