

Science Technician Job Description

Post Title	Science Technician
Report to	Lead Science Technician
Hours	35 hours per week, term time only 8:00am – 3.30pm (includes 30 min unpaid lunch break)
Salary	Grade 4, Pt4, £18,933 pro-rata

Main Purpose of the Post

To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff. Experience would be an advantage but training will be given.

Duties and Responsibilities

- 1) To carry out duties at all times with due regard to the principles of Equal Opportunities
- 2) Following guidelines provided;
 - a) Prepare and set out experiments
 - b) Assemble apparatus and chemicals
 - c) Collect specimens in the field for laboratory use i.e. leaves, soil and pond material
 - d) Move items between laboratories where necessary
- 3) In relation to equipment;
 - a) To clear up, clean and store equipment, chemicals, specimens etc., ensuring the security of laboratories and stores and securing equipment when not in use.
 - b) To ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of scientific equipment in the science laboratories.
 - c) To modify and/or construct simple apparatus using basic workshop skills.
 - d) To ensure the safe treatment and disposal of used materials including hazardous substances and respond to actual or potential hazards.

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4) In relation to science stocks;

- a) To maintain a log of equipment, chemicals, etc. in science stock room areas.
- b) To help ensure the ongoing availability of suitable materials and equipment using an efficient stocktaking system.
- c) To assist in the compilation of regular orders to replace stocks and suggest to the Head Technician economic alternatives where appropriate.

5) In relation to health and safety issues;

- a) Ensure the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of health and safety procedures, including laboratory safety and maintenance checks.
- b) Provide technical advice and support on health & safety issues to teachers.
- c) Carry out risk assessments for technician activities.
- d) Follow COSHH Regulations and other Health & Safety legislation.
- e) Keep to date with current procedures and practices through continuing professional development.

Other duties and responsibilities of a similar nature and at a similar responsibility level to those described above which may be allocated from time to time by the Lead Science Technician, Head of Science.

Essential Qualities required are a sense of humour, an interest in helping students, tact, endless patience and an infallible memory.