

Job Description

Job Title	Science Technician
Reports to	Senior Science Technician/Head of Science/Headteacher
Liaison with	Senior science technician, teaching staff, Headteacher, caretaking staff, students.
Job Purpose	<p>To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials. To clean equipment and laboratories and any chemical spillage when they occur. To maintain science laboratories and preparation rooms and ensure that all equipment is in good order. To carry out risk assessments for technical activities.</p> <p>To be committed to the safeguarding of students.</p>
Duties	<ul style="list-style-type: none"> • To ensure safe storage and use of laboratory equipment. • To support teaching staff and students during lessons and to assist supply teachers in the setting up of equipment. • To set up and try experiments before lessons, assessments, and examinations to ensure that they work. • To liaise with other departments/schools re use of additional/specialist equipment. • To refer stock requirements to the Senior Science Technician. • To undertake routine photocopying as required. • To maintain stock and breakages records, catalogues, and user manuals. • To assist in the annual audit of stock. • To liaise with caretaking staff regarding any gas/fume problems that may occur. • To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories. • To assist in ensuring the safe conduct of students in the department. • To keep up to date with developments in practical science and health and safety requirements. <p>Preparation of science materials and equipment. For example:</p> <ul style="list-style-type: none"> • Disposing of waste materials. • Collecting apparatus and chemicals from storage. • Preparing necessary solutions. • Checking individual components in and out for class use. • Arranging for apparatus including worksheets, books, and audio-visual aids to be available, in rooms, for lessons. • Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff. • Preparation of chemicals and solutions. • Liasing with staff over use of equipment and stock. • Advice staff of any problems, including safety aspects. • Assisting with collection and cataloguing of sundry worksheets, books, and materials. • Returning apparatus, etc. and chemicals to storage as soon as practicable. • Assisting with repairing damaged equipment.

	<ul style="list-style-type: none"> • Constructing apparatus and equipment. • Purchase of sundries from local supermarkets. <p>Routing maintenance of science laboratories and preparation rooms, their equipment and services:</p> <p>Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room.</p> <ul style="list-style-type: none"> • Cleaning the sinks, chemicals on bench tops, spillage's of chemicals on floor. • Storing materials tidily. • Keeping equipment clean. • Cleaning of goggles. • Cleaning of safety screens, fume cupboards and other items. • Carrying out safety checks on equipment, e.g. Bunsen tubing etc.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To support and encourage the school's ethos and values, policies and procedures as agreed by the governing body. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Be responsible and to comply with the school's procedures concerning safeguarding and to make sure that training is accessed. • Have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection and safeguarding procedures and the school's safeguarding policy. • To comply with and actively implement the school's policies regarding Health & Safety, Equal Opportunities, Behaviour Management and GDPR. • To uphold the school's Staff Code of Conduct and policies in of respect Equal Opportunities as well as GDPR. • The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment by complying with policies and procedures relating to child protection and safeguarding. Any concerns of a safeguarding nature should be reported to the appropriate person in order to maintain a safe and secure learning environment for all students and staff.
Confidentiality	<ul style="list-style-type: none"> • Some of the work undertaken within the school is of a highly confidential nature. The post holder must at all time maintain confidentiality.
Pension	<ul style="list-style-type: none"> • The post holder will be auto-enrolled onto the Pension Scheme, with the option to opt out if requested.