JOB DESCRIPTION
ROLE: Science Technician

Reporting to: Head of Science Department

Job Overview: To provide equipment and resources for demonstration, class practical work, assessments and examinations whilst also supporting the wider functioning of the department. To work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality teaching and learning in Science.

Duties will include setting up equipment in a laboratory environment for practical lessons, the safe disposal of chemicals, responsibility for radioactive materials (for which training will be provided), stock taking, retrieving and putting away equipment along with any other duties deemed necessary by the Department. Ideally, candidates should possess a good working knowledge of COSHH & CLEAPSS in order to maintain compliance with Health and Safety Regulations.

Responsibilities and Duties:

Preparation of science materials and equipment, including:

- carry out risk assessments for technical activities
- disposing of waste materials in accordance with CLEAPSS
- prepare equipment, chemicals, specimens etc and set out apparatus, visual aids and relevant paperwork for all lessons
- clear laboratories and store all apparatus after use, checking that rooms are clean and ready for the next lesson
- checking individual components in and out for class use
- preparation of chemicals and solutions
- liaising with staff over use of equipment and stock
- advise staff of any problems, including safety aspects
- assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials
- repairing damages, where possible, or arranging for this to be done
- constructing apparatus and equipment

Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- maintaining clean and tidy laboratories in conjunction with the teacher in charge of the room, including the neutralisation and cleaning up of spillages
- ensuring that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities
- storing materials tidily and safely
- keeping all equipment clean including goggles, safety screens and fume cupboards

- looking after animals, insects and plants kept by the department
- carrying out safety checks on equipment, e.g. Bunsen tubing etc

Maintaining the stocks of science chemicals and equipment, for example:

- stock taking of chemicals, consumables, stationery, books and breakable items
- timely ordering of necessary stock items with the approval of the Head of Department
- checking deliveries on arrival and querying any missing/damaged items with the supplier

Other

- undertaking reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department
- invigilating examinations as directed by the Exams Officer, as required

PERSON SPECIFICATION:

- IT literate
- effective and efficient communication skills, both verbal and written
- excellent organisational skills
- team worker
- prior experience of work as a School Science Technician would be desirable, although other relevant experience will be considered

This job description is not exhaustive and the post holder agrees to comply with any reasonable request from the Head of the Foundation to ensure the smooth running of the Foundation.

Signed	
Name (PRINT)	
Date	

Signed on behalf of HGSF	
Position	
Name (PRINT)	
Date	