**JOB DESCRIPTION**

**Job Title: Science Laboratory Technician**

**Hours of Work: 16 hours per week over 3 days, Tue, Wed & Thurs.**

**Grade: Scale 3 Point 5-6**

**Actual Salary: £6959 - £7098 for 16 hours term time only**

**Responsible to: Senior Technician & Head of Department for Science**

**JOB PURPOSE**

To support the work of the Science Department and it’s teaching through the production, preparation and maintenance of practical equipment and materials.

**JOB RESPONSIBILITIES AND TASKS**

* Work to safety standards a specified by Health & Safety at Work legislation and College policies and procedures.
* To assist the Senior Technician and Head of Science in maintaining safety records and procedures.
* Prepare sets of apparatus for student practical work and distribute to labs as required.
* Check and maintain equipment after use and store it effectively. Construct and repair simple apparatus where appropriate.
* Monitor the use of department stocks and report to the Senior Technician the availability of stocks.
* Assist and participate in annual stock check of materials.
* Assist with the preparation of resources.
* Under the guidance of the senior technician, ensure both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Be responsible and committed to promoting and safeguarding the welfare of children, young persons whether responsible for or in contact with them.
* To undertake personal and professional development to meet the changing demands of the position and undertake any other duties within College that the Headmaster may occasionally decide.
* To be a trained First Aider and able to respond to any accidents in the department.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.

The college reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.