**JOB DESCRIPTION**

**Post: Science Technician**

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

 **(25 hours per week term time only)**

**Actual Salary £10903 - £11121**

**Responsible to: Senior Technician; Team Leader Technician; Head of**

 **Science**

**JOB PURPOSE**

Under the guidance of senior staff, to provide practical support and advice to teaching and learning in the Science curriculum.

**JOB RESPONSIBILITIES AND TASKS**

Specified tasks:

* Ensure the maintenance of a healthy and safe working environment.
* Contribute to the design, development and maintenance of specialist resources and/or long term projects.
* Support the senior technician/team leader technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments.
* Under the (overall) guidance of the senior technician/team leader technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
* Qualified First Aider.

Post holders will undertake tasks from the list, performed at the level indicated in the Job Outline:

* Prepare resources, assemble apparatus.
* Construct and modify apparatus.
* Obtain materials by local purchase.
* Give technical and health and safety advice to teachers, technicians and students.
* Carry out risk assessments for technician activities.
* Assist in practical lessons and carry out demonstrations where appropriate, providing appropriate advice.
* Keep up to date with health and safety requirements and with developments in practical science (attending courses and reading publications)
* Disposal of waste materials
* Check first aid kits; carrying out electrical and other safety checks etc.
* Organise, store and check the condition of chemicals and equipment.
* Attend department meetings when appropriate.
* Prepare standard solutions, purify chemicals, treat waste
* Check stock ordering; keep stock records.
* Collect, check and return equipment to stores.
* General laboratory cleaning of bench surfaces sinks and fixed equipment, general cleaning and repair of equipment.

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.