



DEVONPORT HIGH SCHOOL FOR GIRLS

JOB DESCRIPTION

Science Technician

Post Title:	Science Technician
Grade:	Grade D, Points 8-14
Hours:	37 hours per week, 38 weeks per year
Responsible to:	Head of Science, Heads of Biology, Chemistry or Physics
Job Purpose:	Working under the direction of Science staff to provide a technical service to the Science Department.

Key Accountabilities:

1. Prepare and provide all equipment and resources for lessons across the science curriculum
2. Create and maintain equipment and resources for lessons in a user-friendly form ensuring all are in a safe working order
3. Clear away apparatus and materials, ensuring laboratory is left clean, tidy and safe. Store and dispose of all equipment and chemicals safely
4. Maintain all science equipment in good, safe working order, repairing as necessary or organising repairs by third party if appropriate. Carry out PAT testing of all electrical equipment at required intervals
5. Ensure that science inventories are regularly checked and updated. Keep accurate records of stock and equipment in circulation throughout the school
6. Install and test new science equipment and undertake any initial problem-solving to ensure efficient operation
7. Contribute to the development of prep room practice
8. Monitor science consumable stock levels and cataloguing of resources, ordering replacements as required
9. Check deliveries of resources and equipment and ensure all items are stored safely and securely and risk assessments are undertaken where appropriate
10. Demonstrate own duties to new starters or less experienced members of staff
11. Undertake other duties appropriate to the grading of the post

Skills and Competencies

1. Judgement skills will be required when installing and testing new science equipment and undertaking straightforward problem solving to ensure efficient operation
2. Post holder will be required to advise and guide the students when assisting them with experiments, controlled assessments and examination board practical assessments
3. Interpersonal and communication skills
4. High demand for precision will be required for the construction, assembly and modification of apparatus used for experiments and demonstrations in preparation for lessons. Collect and record specimens and results to an appropriate accuracy and precision
5. IT literacy required for inputting and manipulating a range of data

6. Post holder will be required to carry or move science equipment and materials and work in restricted positions when fixing and maintaining science related equipment
7. There will be a requirement for the movement of equipment to and from laboratory areas, and when assisting with exhibitions, demonstrations and displays
8. Some cleaning duties will require bending and stretching

Other duties:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
2. Attend and participate in relevant meetings, training and learning activities as required by the needs of the role/school and authorised by the Line Manager
3. Contribute to the overall ethos, work and aims of the school
4. To undertake such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general responsibility level of the job. Reasonable adjustment will be considered as required by the Equality Act

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Signed: Date:
Post holder

Signed: Date:
Head Teacher