

# Job Description



<b>Post Title</b>	<b>Science Technician</b>
<b>Reporting to</b>	Director of Learning of Standards - Science
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>To provide administration and technical support to promote effective and efficient teaching and learning in the Science Department.</li> </ul>	
<b>Duties &amp; Responsibilities</b>	
<b>Key Accountabilities:</b> <ul style="list-style-type: none"> <li>Organise practical support for science teaching in the school.</li> <li>Prepare and provide equipment and materials to support science practical teaching and remove it safely afterwards.</li> <li>Operate and maintain stock control of all goods to include perishables, chemicals, live animals and plants.</li> <li>Have oversight of Health and Safety within the science preparation rooms and laboratories, ensuring teachers are made aware of any possible hazards associated with equipment or chemicals including information on how to deal with accidents/spills etc.</li> <li>Maintain apparatus and equipment, including construction and/or modification, eg cutting and bending of glass for gas generators etc.</li> <li>Handle and prepare chemical solutions some of which may be hazardous.</li> <li>Take responsibility for stock maintenance, control and safekeeping.</li> <li>Set up ICT equipment in science department as required by teaching staff.</li> <li>Test, prepare and demonstrate new experiments and assist student teachers and NQT's with practical's.</li> <li>Clean and sterilise apparatus.</li> <li>Maintain equipment and keep the science laboratories in good order.</li> <li>Undertake small scale electrical maintenance, eg microscopes and power supply units, and to carry out regular safety checks.</li> <li>Create and maintain record keeping systems including annual stock checks of equipment and chemicals.</li> <li>Look after livestock, plants and any ongoing experiments during term time.</li> <li>Assist with stock control of books, paper and non-specific science items.</li> <li>Arrange photocopying for the head of department.</li> <li>Cover other science departments in case of absence/sickness.</li> </ul>	
<b>Additional Duties</b> <ul style="list-style-type: none"> <li>To maintain care of greenhouse and plants within.</li> <li>Preparation of media for microbiology and plating of agar plates.</li> <li>Safe disposal of microbiological materials.</li> <li>Purchase of perishables as required.</li> <li>Maintain records.</li> </ul>	

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- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the school's emergency response arrangements as directed by the designated officer.

## Notes

- All staff are responsible for promoting and safeguarding the safety and welfare of children and young adults.
- The Trust reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility.