

# Nunnery Wood High School

## Job Description 2022/2023

**Name:**

**Post:** *Science Technician for Chemistry/Physics/Biology/Science*

**Salary/scale:** *Grade 2/3(dependent upon experience)*

**Relationships:** *Responsible to the Senior Science Technician, the Curriculum Leader and ultimately to the Headteacher*

**Purpose of the post:** *to support the Science Department in all aspects of its work*

### Overall Responsibility

To support the effective and efficient teaching and learning in the Science Department

### Duties:

1. To organise practical support for science teaching in the school.
2. Prepare and provide equipment and materials to support science practical teaching and remove it safely afterwards.
- 3 To operate and maintain stock control of all goods to include perishables, chemicals, live animals and plants.
4. 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.
5. To maintain apparatus and equipment, including construction and/or modification, e.g. cutting and bending of glass for gas generators etc.
6. To handle and prepare chemical solutions some of which may be hazardous.
7. To take responsibility for stock maintenance, control and safekeeping.
8. To set up ICT equipment in science department as required by teaching staff.
9. To test, prepare and demonstrate new experiments and assist with practicals.
10. Clean and sterilise apparatus.
11. Maintain equipment and keep the science laboratories in good order.
12. To undertake small scale electrical maintenance, e.g. microscopes and power supply units, and to carry out regular safety checks.
13. To create and maintain record keeping systems including annual stock checks of equipment and chemicals.
14. To look after livestock, plants and any ongoing experiments during term time.
15. To assist with stock control of books, paper and non-specific science items.
16. To arrange photocopying for the head of department.
17. Carry out administration tasks within the department as directed by the senior science technician and/or head of department.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed .....  
Head teacher Post Holder

Date .....