



OAKLANDS SCHOOL JOB DESCRIPTION

SCIENCE TECHNICIAN

- Scale:** GLPC Scale 4 (points 7-10)
Term Time Only 39 Weeks per year
(35 hours per week)
- Salary Range:** £24, 279 – £25, 614 per annum, pro rata
Actual salary payable £20, 884 - £22, 032 per annum
- Responsible to:** Senior Science Technician

Key Responsibilities

Under the (overall) control of the Head of Science Faculty/ Head of Department/Senior Science Technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

Main Duties and Responsibilities

To ensure the maintenance of healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- Keeping up to date with current procedures and practices through continuing professional development;
- The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards;
- The healthy and safe storage and accessibility of equipment and materials.

- To assist the Director of Science/ Head of Department/Senior Science Technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- To contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- To support the Director of Science/ Head of Department/Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels, keeping up-to-date records of stock.
- Under the (overall) guidance of the Senior Science Technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Activities likely to be carried out

- Preparation of resources, assembling apparatus
- Obtaining materials by local purchase
- Giving technical advice to teachers, technicians and students
- Carrying out risk assessments for technician activities
- Assisting in practical classes and carrying out demonstrations
- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses and reading public actions)
- Giving health and safety advice to technical staff, teachers and students
- Disposal of waste materials
- Checking fume cupboards, pressure vessels and first-aid kits; carting out electrical and other safety checks, etc
- Organising, storing and checking the condition of chemicals and equipment
- Attending department meetings
- Organising and supervising trainee technicians as required
- Constructing and modifying apparatus. Setting up and caring for plant and animal collections
- Preparing standard solutions, purifying chemicals, treating waste
- Checking stock, ordering
- Keeping stock records
- Maintaining resources
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment
- General cleaning and repair of equipment

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

The job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

Dec 2021