Job Description – Science Technician

Purpose of Job

To undertake, duties in support of the work of the teaching staff in the science department and deliver efficient technical support to the Science department, oversee all preparation, maintenance, storage, set up and clearing away of all materials and equipment used in science lessons. To work cooperatively and professionally with staff and students under the line management of the Head of Science.

Duties and Responsibilities

**General Responsibilities**

• Prepare materials and equipment for science lessons

• Maintain science laboratories and preparation rooms and their equipment, and services in good order and in line with health and safety expectations

• Play an active role in developing innovative and inspiring practical Science lessons and show a willingness to expand/participate in activities for open days or events with other schools and universities

• General duties in support of the teachers in the Science Department

• Be pro-active with all health and safety issues by keeping up to date with CLEAPSS guidelines specific to your role

• Follow scheduled health and safety audit expectations

**Specific Responsibilities – Teaching and Learning**

• Continually improve the effectiveness of student practical work by evaluations based on observing lessons, seeking feedback from science teachers and coming to conclusions

• Understand how to enhance students’ learning through high quality practical work by observing practical lessons and performing some teaching assistant / demonstrator tasks

• Update and enhance portfolios of practical work by editing and tweaking practical worksheets, instruction sheets and safety sheets, based on evaluation of practical work carried out by students

**Resources**

• Carry out risk assessments for technical activities

• Dispose of waste materials safely and in line with agreed procedure

• Collect apparatus and chemicals from storage

• Prepare necessary solutions

• Check individual components in and out for class use;

• Arrange for apparatus including worksheets, books and audio-visual aids to be available and ready for lessons

• Prepare experiments, set up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff

• Liaise with staff over use of equipment and stock

• Advise staff of any problems, including safety aspects

• Return apparatus, etc. and chemicals to storage as soon as practicable

• Repair damages or arrange for this to be done as appropriate

• Purchase of sundries from local supermarkets/suppliers

**Routine Maintenance of science laboratories, preparation rooms and all equipment**

• Maintain clean and tidy laboratories in conjunction with the teacher in charge of the room including the neutralisation and cleaning up of spillages

• Store materials tidily

• Keep equipment clean

• Clean goggles, safety screens, fume cupboards and other items.

• Carry out safety checks on equipment, e.g. Bunsen tubing etc

**Other**

• Undertaking reprographic duties and routine ‘resource’ tasks, as determined by the needs of the Science Department.

**Person Specification**

• IT literate

• Effective and efficient communication skills, both verbal and written

• Excellent organisational skills

• Team worker

This job description is not exhaustive and the post holder agrees to comply with any reasonable

request from the Head of Science to ensure the smooth running of the Department.