



## **JOB DESCRIPTION**

**Job Title:** Science Technician  
**Accountable to:** Head of School  
**Responsible to:** Curriculum Team Leader

### **Job Purpose**

- To provide support for the Science Faculty to enable student learning through the preparation and delivery of equipment for teaching staff. To undertake, where appropriate, routine scientific demonstrations and class experimental work and support for student engagement in practical activities. To manage the acquisition, safe storage and disposal of equipment and chemicals required to effectively deliver the science curriculum.

### **Main Duties and Responsibilities**

1. Ensure the maintenance of chemicals, apparatus, equipment and materials in accordance with specific procedures
2. Undertake the preparation, clearing away and cleaning of apparatus and materials
3. Prepare stock solutions of chemicals, cultivate plants and restock as appropriate
4. Build teaching aids, as appropriate
5. Support in the maintenance of the science laboratories
6. Check, repair and/or arrange maintenance of equipment
7. Support teachers, individual and groups of students in practical learning activities
8. Provide technical support to teaching staff
9. Assist in providing advice to students on the correct and safe use of equipment
10. Understand and follow relevant health and safety procedures in the department
11. Manage the preparation rooms in a safe and well organised manner
12. Assist with exhibitions and displays for events, as appropriate
13. Attend relevant meetings, as required
14. Promote school policies on student behaviour and provide a professional approach to behaviour management and classroom routine

### **Other Duties**

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
2. To participate in performance management.
3. To take responsibility for own continuing professional development.
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. To attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.