



JOB DESCRIPTION

Job Title: Science Technician (H3) (30 hours)

Responsible to: Senior Science Technician

OVERALL RESPONSIBILITY

To provide practical equipment and materials to lessons in support of teaching in the Science Department.

TASKS

The tasks currently associated with the job are:-

- To ensure all practical, assessment and examination requirements of the Science Department are met by assembling all equipment and materials required for lessons, assessments and exams. To ensure all equipment is in the laboratories at the start of the lesson, assessment or exam and return to suitable storage as soon as is reasonably practicable after the end of the lesson, assessment or exam.
- To ensure dispensing, preparation and correctly labelled materials, using hazard cards where appropriate, for use in practical classes.
- To ensure the safe disposal of all unused/excess biological materials and chemicals and clean equipment and glassware ready for re-use.
- Liaising with Science staff to implement changing practical requirements connected with new examination syllabi, improve existing experiments and develop new ideas and alternatives to suggested apparatus.
- With the teaching staff, ensuring all practical assessment and examination requirements are pre-tested and standardized in order that results with the Board's criteria are met.
- To monitor and maintain adequate stocks of consumable items ensuring that all incoming materials are stored in a correct and safe way in specific area.
- To maintain an inventory of all equipment within your specific area.
- To devise, construct and repair equipment (within the ability of the technician) and with the prior approval of a qualified member of the teaching staff.
- To be responsible for the tidiness and organisation of all technical and preparation areas to ensure an efficient and safe working environment that complies with Health and Safety regulations within your specific area.
- To contribute, as the need or opportunity arises, to other tasks relating to the smooth running of the school.

This job description 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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS check.

Sept 2017