



<b>SCIENCE TECHNICIAN JOB DESCRIPTION</b>	
<b>ACCOUNTABLE TO</b>	Science Technician
<b>SCALE</b>	6.1
<b>JOB PURPOSE</b>	To support the teaching of Science, to assist the Science teaching staff and to ensure that Science equipment and stocks are kept safe and reliable.
<b>Key Area</b>	<b>Responsibility</b>
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<b>Faculty Resources</b> <b>Storage of Resources:</b> <ul style="list-style-type: none"><li>To maintain an orderly and catalogued system of storage of apparatus including AV resources and other items used in Science teaching; to carry out the inventory of the faculty apparatus under the direction of the Senior Technician.</li><li>To maintain and keep up to date a stock of tools, spare items and components to ensure rapid repair and replacement of apparatus.</li><li>To maintain an orderly and tidy working environment for all members of the faculty and pupils including laboratories, benches, preparation rooms, cupboards, storage areas and the foyer.</li><li>To carry out filing of AV resources and administrative items.</li><li>To monitor the stock of stationery and related goods. To ensure an adequate supply is available for the faculty and to be responsible for the replenishment of stocks.</li><li>To take measures to provide secure storage facilities for valuable items of apparatus.</li></ul> <b>Maintenance of Resources</b> <ul style="list-style-type: none"><li>To repair and maintain apparatus and ensure expired components are replaced as required.</li><li>Where repairs are not possible within the faculty, to arrange for the collection, repair and return of apparatus and payment for this. This should be done in consultation with the Senior Technician.</li><li>To check all services (electricity, gas, water and drainage) to the laboratories and preparation rooms and remedy problems wherever possible, for example blocked sinks. To report to the Premises Team, via the Senior Technician, any defects beyond the capacity of the science technician to address.</li><li>To monitor the condition of the furniture, fabric and fittings and fixtures in the faculty. Carry out necessary repairs to these, if possible.</li><li>To carry out necessary action to deal with incidents and accidents (E.g. clearing up water leaks and spillages of chemicals, dealing with hazardous breakages).</li><li>Disposal of waste materials and chemicals in accordance with Health &amp; Safety guidelines.</li><li>Be aware of potential hazards and deal with toxic materials.</li><li>Carry out risk assessments.</li></ul> <b>Construction &amp; Supply of Resources and Materials</b> <ul style="list-style-type: none"><li>To construct apparatus, materials and teaching aids for use in Science.</li><li>To maintain and repair all other items required for the smooth running of the faculty (E.g. repair and update technician's trolleys, photocopier, minor computer maintenance, report major maintenance needs to the appropriate authority etc.)</li><li>To undertake appropriate general renovation of materials, fixtures and fittings and the buildings within the faculty and within the scope of this post.</li><li>undertake the construction of items to assist with the running of the faculty.</li><li>To assist the premises staff with the delivery of goods and the removal of waste from the faculty.</li><li>Set up systems of stock control, reorganisation of equipment and undertake local purchases for practical lessons.</li></ul>

	<p><b>Supporting Teaching</b></p> <ul style="list-style-type: none"> <li>• To prepare, set up and deliver equipment (including computer resources), apparatus, chemicals and biological resources etc., to lessons as requested by staff for lessons in science.</li> <li>• To prepare, set up and deliver apparatus, chemicals etc., for practical assessments in Science for all years including internal and external examinations.</li> <li>• To collect apparatus from laboratories and return to appropriate storage areas.</li> <li>• To clean apparatus after use and prepare as required for its future use.</li> <li>• To provide a system for ordering apparatus.</li> <li>• To assist teaching staff with the production of AV resources such as production and storage of worksheets, tests and examinations, to include items such as notices for safety, etc.</li> <li>• To assist teaching staff in the process of producing formats for the storage of information and storage of records.</li> <li>• To carry out filing tasks, as required. To assist in the provision and display of visual aids in the faculty.</li> <li>• To ensure that labs are fully stocked with general materials for teaching.</li> <li>• To ensure labs are equipped with appropriate cleaning materials.</li> <li>• To ensure labs are fully equipped with required health and safety materials (E.g. eye wash systems, fire notices etc.).</li> <li>• To provide appropriate information regarding health and safety to accompany resources provided for lessons.</li> <li>• To trial new procedures before practical lessons are carried out in class.</li> <li>• To demonstrate and assist with practical lessons up to A-Level standard.</li> <li>• To research &amp; develop new methods and techniques.</li> <li>• To advise teachers &amp; demonstrate new methods due to changes or variations in schemes of work.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To liaise with the premises team as required to facilitate tasks listed in this job description.</li> <li>• To liaise with the rest of the School to facilitate co-operation between departments such as the loan of apparatus.</li> <li>• To help with setting up and clearing away apparatus for the annual Prospective Parents' Evening. To attend this event and help to contribute to it's smooth running within the faculty.</li> <li>• To work as a team member with all other members of the Science Faculty as a whole to help provide the best possible working environment for all.</li> <li>• To comply with department, faculty and whole school policies and procedures, as required.</li> <li>• To adhere to and promote school policies on equal opportunities and race equality.</li> <li>• To participate in the school Performance Management/Staff Appraisal Scheme.</li> </ul> <p><b>Animals &amp; Plants</b></p> <ul style="list-style-type: none"> <li>• To care for the animals and plants within the faculty to ensure their good health and welfare.</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To undertake general clerical and administrative tasks within the Science Faculty, as required.</li> <li>• To support &amp; assist with practical assessments.</li> <li>• To use initiative whilst working independently or as part of a team.</li> </ul>
<p><b>Areas of Accountability</b></p>	
<p><b>Professional development</b></p>	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• To attend courses as directed by the Senior Technician or Head of Faculty so as to maintain and update skills appropriate to the post. To work towards appropriate qualifications so as to allow defined tasks to be carried out (E.g. Electrical maintenance).</li> <li>• To attend appropriate courses which address current legislation affecting the work of a Technician.</li> <li>• To attend training organised within the faculty and school as appropriate.</li> <li>• To train in the use of faculty ICT resources, as required, so as to enable administration to be carried out and teaching to be supported by the use of information technology.</li> </ul>

<b>Discipline, health and safety</b>	<ul style="list-style-type: none"> <li>• Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere.</li> <li>• To work in accordance with the guidelines set out in the school Health and safety policy and specific areas.</li> </ul>
<b>Examinations</b>	<ul style="list-style-type: none"> <li>• Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote the school's values and ethos in accordance with the School's Professional Code.</li> <li>• Work actively to develop professional expertise by participating in ongoing professional development</li> </ul>
<b>Review of job description</b>	<ul style="list-style-type: none"> <li>• This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</li> </ul>