



JOB DESCRIPTION

SCIENCE TECHNICIAN

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
Under the (overall) control of the team-leader / laboratory manager, 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.	Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and pupils / students. Trialling AQA practical investigations Carrying out risk assessments for technician activities. Assisting in practical classes & carrying out demonstrations.	Daily Weekly As requires Daily Daily
To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> 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; Understanding the safe treatment & disposal of used materials including hazardous substances. The safe storage and accessibility of equipment and materials. 	Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.) Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Disposal of waste materials. Organising, storing and checking the condition of chemicals and equipment.	As required Daily As required As required
To assist in the design, development and maintenance of specialist resources and/or long-term projects.	Constructing & modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste.	As required Daily As required
To be responsible for compiling orders using the systems set up by the school and the lab manager to ensure the availability of suitable materials and equipment. This will be achieved by liaising with suppliers and relevant finance departments. This will include sourcing, costing and suggesting alternatives to maintain stock levels. To help keep up-to-date stock records as directed by the lab manager.	Checking stock, ordering. Keeping stock records. Maintaining resources.	As required Annually As required
Under the (overall) guidance of the Laboratory manager, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	Collecting, checking and returning equipment to stores. General laboratory cleaning of bench surfaces and fixed equipment. Cleaning and repair of equipment.	Daily Weekly Monthly

Contributing to School Ethos

- to operate at all times within the stated policies and practices of the school
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data collection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- attend relevant staff meetings that are required and applicable to the job or ones that they are invited to attend.
- participate in training and other learning activities and performance development as required
- undertake planned supervision of students' out of lesson/school hours activities
- supervise students on visits, trips and out of school activities as required

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher / Line Manager in consultation with the job holder

2In these circumstances it will be aim to reach agreement on reasonable changes within the grade and level of responsibility entailed, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

The role/job will be subject to annual Performance Appraisal.

FLEXIBILITY CLAUSE

Other duties and responsibilities express and implied which arise from the nature and character of the post within the School or in a comparable post in any of the School's other sections or departments

Signed Dated
(Post/Job holder)

SignedDated
(Line Manager)

SignedDated
(Headteacher)