



Job Description

Job Title: Science Technician

Responsible To: Directly responsible to the Head of the Science Faculty and the Head of Department

Responsible For: No other members of staff

Salary: GS 5

Job Purpose:

- To provide effective and efficient practical and administrative support to help meet the current and future needs of the Science Faculty, in order to support the teaching and learning process.

Main Duties:

The principal accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

1. To prepare and maintain materials for lessons, examinations and assessments including:

- Maintaining apparatus in a clean, safe and working condition.
- Ensuring availability of apparatus and associated resources for practical works.
- Preparing solutions, mixtures etc.
- Designing and constructing apparatus.
- Testing and evaluating ideas for practical work.
- Laying out and setting up apparatus and associated resources for practical lessons and demonstrations including advanced level work.
- Setting out laboratories for practical assessments and examinations, including advanced level examinations.
- Local purchasing of resources.
- Assistance in the reproduction, cataloguing and storage of written, computer and audio-visual resources.
- Basic laboratory maintenance, including routine security checks at the end of the day.
- Use of ICT.

2. Control of Resources

Assisting the Head of the Science Faculty and the Head of Department in the ordering, maintenance and control of resources and the maintenance of financial records, including:

- Maintaining up to date records of equipment, apparatus and chemicals.
- Carrying out an annual inventory stock take.
- Dealing with suppliers of resources.
- Maintaining up to date manufacturers and suppliers catalogues.
- Ordering of stock.
- Checking delivery notes, invoices etc.
- Maintaining Faculty and departmental stationery stocks to agreed levels, including recording and monitoring of consumption.

3. Health and Safety

- To be aware of current health and safety legislation, risk assessments and COSHH regulations relevant to the working situation in the science laboratories and preparation rooms in consultation with the faculty member responsible for health and safety.

4. Other

- To actively safeguard and promote the welfare of students.
- To adhere to and understand the school's Safeguarding and Child Protection policy and reporting procedures.
- To adhere to and understand the school's GDPR policy.

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