

# Science Technician Job Description

## Position profile

Job title: Science Technician

Responsible to: Senior Science Technician / Head of Science / Principals

Start date: Returning teachers start date

Hours: 10 hours during teacher term time including professional development days (more hours could be added depending if the need arises).

## Purpose of the role

- Preparation, maintenance and storage of all apparatus, and materials.
- Maintaining the chemical store and preparing materials for teaching staff in accordance with CLEAPSS guidelines.
- Ensuring Health & Safety procedures are adhered to and all necessary precautions are taken to avoid danger to staff and pupils at all times.
- Engage and support classroom activities.

## Responsibilities of the role

The tasks required will be many and varied but are likely to include the following:

- Preparation, maintenance and storage of apparatus, equipment and all materials used in laboratories.
- Care, cleaning and maintenance of all work areas and surfaces.
- Maintenance of safety in laboratories by taking all necessary precautions to avoid any danger to persons or property in accordance with Health & Safety policies.
- Compilation of inventory of equipment and materials, keeping records of stocks and breakages and organising repairs.
- Receive and check new stocks and ensure special care of chemicals and materials as appropriate.
- Preparation and checking of all materials and equipment before and after use in laboratory by pupils.
- Ensure safe disposal of chemical and biological waste.
- Care of plants and animals kept in the Science department.
- General support to teachers as required.
- Assisting staff and pupils with any queries or information as appropriate.
- Purchasing materials as needed.
- Keep up to date with health and safety current procedures and practices and undertake professional development such as Health and Safety and First Aid qualifications.
- Oversee general tidiness and appearance of laboratories and display boards.

**General responsibilities:**

- Establish and maintain effective relationships and communication with staff & pupils.
- Play a full part in the life of the school community, supporting its mission & ethos.
- Adhere to the school's policies.
- To engage actively in the staff review and development process
- Other such duties as shall be required by the Principal in accordance with responsibility

**Person Specification:**

- A degree in Science would be preferable although not essential for this position.
- Experience in a similar role would be preferable although not essential for this position.
- Science Technician training course or willingness to complete one.
- Excellent written and spoken English and the ability to articulate and communicate clearly.
- Ability or willingness to learn to use Google suites.