



JOB DESCRIPTION

Post Title: Science Technician

To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children. To be responsible, individually or as part of a team, under the direction of a science teacher or Science Curriculum leader to provide support within the Science Department.

Description of Duties and Responsibilities:

- 1 Preparation and setting up of materials and equipment for experiments for classes. Ensuring, by liaison with appropriate members of teaching staff, that adequate resources and support are available for demonstrations, experiments and pupil assessments.
- 2 Clearing and putting away experiment and demonstration equipment.
- 3 Preparation of reagents and solutions for use during classes and maintenance of teaching aids, worksheets, tests and equipment records.
- 4 General maintenance of laboratories and ancillary rooms in a clean and tidy condition, including the responsibility for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaners.
- 5 Assist in the classroom with pupils and demonstrations and assist with development work as required. Ensure that teaching staff are provided with the appropriate support and are familiar with the operating procedures and materials/equipment in use.
- 6 Undertake minor repairs and maintenance of equipment as necessary.
- 7 Processing orders for supplies, maintenance of stock records and general administrative/ clerical tasks, e.g. filing, general office administration, issuing/maintenance of books.
- 8 Where appropriate shopping for the purchase of necessary items for experiments (e.g. foodstuffs, hearts).
- 9 Assist with safe handling, storage and transportation of chemicals in accordance with Health and Safety procedures guidelines.
- 10 Take part in training as required including Health and Safety issues.
- 11 Assist in the development and use of IT related issues, both hardware and software within the department. (E.g. The implementation of Lablogger)
- 12 Undertake work in accordance with any rules and regulations relating to safeguarding and promoting the welfare of children.
- 13 To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice.
- 14 To ensure high standards of Health and Safety are maintained at all times using CLEAPSS as guidance.
- 15 To keep apprised of changes made by CLEAPSS and to inform members of the department where appropriate.

The duties of this post may vary from time to time without changing their general character or level of responsibility.

The above list is not intended to be an exhaustive list of duties expected of a technician, but as a guide to the level of work and responsibility which the role entails.