

Science Technician - Job Description

Salary	Grade D, points 4 - 6
Location	St. Aidan's CE High School
Contractual basis	Permanent, NJC pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Extended Leadership Team.
Responsible for	

Overall Purpose of the Job

The post of a Science Technician is a technical position, responsible for preparing materials for the practical element of teaching.

The role requires close working with the teaching staff and to maintain stock levels of materials and equipment.

Areas of Accountability

- **Resource planning and allocation of Preps & Apparatus**
 - Preparing apparatus for Primary schools within the Trust
 - Provide equipment for lunchtime clubs
 - Liaise with Subject leaders and the Director of Learning for Science regarding new practical activities and alternative methods.
- **Health and Safety**
 - Keep up to date with Health and Safety information (via CLEAPSS)
 - Ensure departmental procedures such as storage and disposal of chemicals are adhered to, including the standard, content and implementation of the Science Health & Safety Policy
 - Maintaining apparatus and materials on an on-going basis including visual safety checks.
 - Liaising with teaching staff over the use of equipment and stock
 - Keeping prep rooms and labs tidy and safe.

- Maintain safe working practice.
- To support with evacuating the school site during emergency procedures.
- **Equipment Maintenance & Stock Level Management**
 - Maintaining apparatus and materials on an ongoing basis, including visual safety checks. Where identified, reporting and repairing damages or arranging for this to be done
 - Under the guidance of the Senior Science Technician to undertake the routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment, ensuring these are carried out to the required standard
 - Report any issues to Site Team
 - Ongoing stock control in prep rooms and laboratories including textbook and stationary management
 - Report any procurement issues, breakages etc to the Senior Science Technician.

Specific Responsibilities of Science Technician

Knowledge and Understanding

- Good Science background
- An understanding of health and safety within the preparation, use and disposal of materials
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Excellent organisational skills
- Basic computer skills in Word, Excel
- Awareness of CLEAPSS courses and continued use of CLEAPSS information and acting on advice
- A willingness to attend training as required to develop expertise and knowledge to include, but not limited to, mandatory school training, EVAC chair, Safeguarding and Health and Safety training.

Other specific duties

- Washing and returning all glassware used in lessons
- Photocopying for teaching staff when required
- Shopping for certain items of equipment e.g. maggots, flour, cabbage
- Inter departmental support – supplying equipment for PE, Geography etc
- Making up and maintaining stock solutions
- Caring for plants within department
- Ensuring any work left by absent teaching staff is given to cover/supply staff and any assistance given
- Any other duties commensurate with the role

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[December 2024]