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| **Science Technician** |

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| **Purpose:** | To work as part of a team to deliver practical equipment and materials for the department, so that staff and students can carry out practical work efficiently, accurately and safely. |
| **Responsible to:** | Head of Science |
| **Responsible for:** | Supporting the Science teaching staff in their effective delivery of the curriculum. |

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| **Science Technician – Main duties and Responsibilities** |
| Preparing and delivering materials for whole class practical’s and demonstrations, including those required by the subject's practical endorsement  Managing the departmental practical timetable and coordinating the delivery of experiments as specified in the scheme of work  Preparing solutions and chemicals following Health and Safety guidelines for safe student use  Maintaining excellent housekeeping standards within the Prep Room  Ensuring the safe custody of chemicals and equipment within the Science Department, maintaining records of stock and ensuring the accurate and clear labelling of chemicals  Disposing of biohazardous and chemical waste correctly  Using published data sheets and guidance to provide Health and Safety information for Teaching Staff to carry out risk assessments for their practical activities  Preparing orders for scientific equipment, chemicals and stationery  Handling dissection materials, including mammalian organs and other organisms as required  Checking that all the safety equipment in the teaching laboratories are present in sufficient quantity, in-date and fit for purpose  Identifying apparatus for maintenance and repair through regular checks of laboratory equipment and apparatus  Providing technical advice within own area of expertise to teachers and students  Creating new experiments and developing existing activities in conjunction with teaching staff within the department  Assisting the Head/Second in Department in the planning and timetabling of practical’s  Working alongside the Head/Second in Department to complete departmental administration tasks  Preparing paper and electronic copies of technician notes, risk assessments, timetables, equipment lists and service records  The Postholder is required to plan and prioritise their own workload, referring any queries to the Head of Science. |
| **Safeguarding** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Pupil wellbeing** |
| * Provide support to promote positive attitudes to learning and behaviour, in order to maximise the achievement and wellbeing of pupils * To maintain relevant safety systems to protect the health and safety of pupils working in the department. |
| **School Ethos** |
| * Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example. * Contribute to the wellbeing and safety of all staff and pupils. * Model the high standards as determined by school protocols. * Fulfil wider professional responsibilities. * Be familiar with, and follow all, school policies. |
| **General** |
| * Participate fully in staff training and development opportunities including attendance at staff meetings and to work to continually improve own performance * Participate in the appraisal cycle for all support staff * Undertake any other additional duties consummate with grade of post |