



JOB DESCRIPTION

Post Title: Senior Science Technician

Purpose:

To work as part of a team to service the laboratories, so that staff and students can carry out practical work efficiently, accurately and safety.

Responsible to:

The Principal through the Vice Principal Curriculum & Quality and Heads of Department.

Liaising with:

Relevant staff with cross college responsibilities, eg. teachers within the department and division, Personal Tutors and support staff.

Working Time: 8.30am to 4.30pm Monday to Friday, term time only plus one week

Grade: 6 – 8 (Support Staff Salary Spine)

Main Duties and Responsibilities:

- To maintain all chemicals, equipment and apparatus within the department.
- To prepare and set up apparatus and materials for practical work and demonstrations across the science disciplines.
- To purchase/obtain items required for practical lessons in accordance with the Financial Regulations.
- To ensure the cleanliness and maintenance of the laboratories.
- To maintain stock levels and records within the Science Department.
- To regularly check and maintain laboratory apparatus, equipment, models, exhibitions and specimens.
- To identify electrical items for the annual Portable Appliance Testing
- Assist teaching staff with the production and collection of teaching materials
- Trial practical work to ensure procedures are correct
- Assist in the maintenance of laboratory and science corridor noticeboards
- To use COSHH reference materials to determine the specific hazard(s) of substances associated with the area of work and what to do in the case of spillage and disposal of hazardous waste.
- To retrieve and replace chemicals and common substances from storage areas.
- To prepare stock solutions.
- To maintain practical files and instructions for practical work, including risk assessments.
- To maintain first aid equipment in the laboratories.
- To assist with College wide activities including enrolment.
- To provide support when needed to other technical services within the College as required.

- To assist with preparing for open evenings and taster days.
- To be aware of and comply with the College's Policies and procedures.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To understand the college's Safeguarding and Health & Safety policy and to work within its guidelines.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- This Job Description is subject to periodic review and amendment.

It is agreed that the above is a brief and concise description of the above job.	
Date:	May 2021
Prepared by:	Victoria Brown, Divisional Leader
Approved by:	Peter McGhee, Principal