

## **SCIENCE LAB TECHNICIAN – PART TIME**

### **JOB PURPOSE**

To undertake, duties in support of the work of the teaching staff in the science department.

### **MAIN DUTIES AND RESPONSIBILITIES**

- a.) The preparation of materials and equipment for science lessons.
- b.) Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- c.) General duties in support of the teachers in the Science Department.

The precise duties would be determined by the Head of Science and would be consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

#### **A) Preparation of science materials and equipment.**

For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage;
- Preparing necessary solutions;
- Checking individual components in and out for class use;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock;
- Advise staff of any problems, including safety aspects;
- Returning apparatus, etc. and chemicals to storage as soon as practicable;
- Repairing damages or arranging for this to be done;
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets

**B) Routing maintenance of science laboratories and preparation rooms, their equipment and services:**

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor;
- Storing materials tidily;
- Keeping equipment clean;
- Looking after animals, insects and plants kept by the department;
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc Science Technician

**C) Maintaining the stocks of science chemicals and equipment, for example:**

- Taking stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Ordering of the above
- Checking deliveries

**QUALIFICATIONS/EXPERIENCE**

An ability to use IT systems (like Word and Excel) to a basic level

A background in science is desirable but not necessary as training will be provided

**HOURS**

The position is currently advertised as part-time however, the possibility of a full-time contract may be available after an initial trial period.

3-5 hours per day starting at 11.00 am