



JOB DESCRIPTION

Post Title: Science Technician Chemistry

Grade: G3

Hours: 37 hours per week, term time only + 3 weeks

Job Purpose:

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 Senior Laboratory Technician to provide support within the Science Department. (With particular responsibility for Key Stage 4 and Key Stage 5 Chemistry).

Description of Duties and Responsibilities:

- 1 Preparation and setting up of materials and equipment for Chemistry experiments for classes up to and including A Level. 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 (particular responsibility for L24, L25 and J25. (Alerting key stage leaders and Head of Science of any problems with these rooms).
- 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).





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- 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.
- 12 Undertake work in accordance with any rules and regulations relating to safeguarding and promoting the welfare of children

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.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment

Responsible to: Senior Science Technician
Head of Department

Responsible for: N/A
Date Reviewed: Oct 2015

