

JOB DESCRIPTION



JOB TITLE: Science Technician

RESPONSIBLE TO: Senior Curriculum Leader for Science

Job Purpose:

To be responsible to the head of science in coordinating the use of, and development of, practical resources and facilities including the provision of guidance and support in meeting the practical requirements of the science curriculum.

PRINCIPAL RESPONSIBILITIES

1	Manage the technical Department and ensure it is resourced, organised and developed, in consultation with the Head of Science, to meet the performance standards required by the department.
2	Oversee the maintenance of laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met. Report where necessary problems to Site Manager and Head of Science.
3	Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of labels on chemical products and electrical apparatus including hazardous substances, taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
4	Carry out risk assessments for technician activities.
5	Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes, recommend solutions to technical problems encountered. Prepare resources and assemble apparatus.
6	Take a lead role in the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.
7	Set up monitoring systems used in the management and control of practical resources including stock control and financial records.
8	Take the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards.
9	Promote the observance of a safe and healthy working environment and provide advice on health and safety issues to technical staff, teachers and students.
10	Advise on the development of systems and procedures so that the work of the Science Faculty may be carried out to best effect.
11	Provide support in other areas to facilitate the smooth running of the school.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	