



# JOB DESCRIPTION

## Science Technician

### RESPONSIBLE TO

The Head of Department.

### JOB PURPOSE

The post holder must be prepared to support staff in all areas of the science department.

In addition to the following tasks the technician will be expected to carry out such duties as the Headteacher may reasonably request from time to time.

*Job descriptions may be amended after discussion with the post holder, but will be reviewed at the time of appraisal.*

### KEY TASKS

- a) To fully support the teaching of outstanding science.
- b) To ensure that requested chemicals, solutions, apparatus and resources are clean, ready and available promptly for the beginning of lessons.
- c) To collect in materials given out during lessons and to store away cleanly and safely.
- d) To wash up all dirty glassware.
- e) To list and order equipment to maintain stock (i.e. consumable items and breakages that need replacing).
- f) To make up stock solutions as required.
- g) To maintain equipment and repair damaged equipment where possible.
- h) To manufacture equipment where possible.
- i) To produce an efficient method of storing equipment for re-usage.
- j) To write out apparatus lists for teacher materials produced. To order this equipment and to ensure it is available when the material is to be used.
- k) To be aware of the safety precautions that have to be taken when handling chemicals and solutions.
- l) To carry out stock checks as and when necessary.
- m) To maintain the greenhouse and propagate plants for use in the department.
- n) Maintenance and upkeep of the fish and insects in the department.
- o) To assist wherever possible in classrooms with practical work.
- p) To carry out any tasks as reasonably required by the Head of Department.

### RESPONSIBILITIES/DUTIES

The post holder should support school policies and practice and endeavour to uphold the status of science across the school by enhancing scientific aspects of the environment.

Signed.....

Date.....