

JOB DESCRIPTION

Science Technician



RESPONSIBLE TO	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.
KEY TASKS	<ul style="list-style-type: none">a) To fully support the teaching of outstanding science.b) To use the online stock management and equipment ordering system.c) To have good online research skills.d) To ensure that requested chemicals, solutions, apparatus and resources are clean, ready and available promptly for the beginning of lessons.e) To collect in materials given out during lessons and to store away cleanly and safely.f) To wash up all dirty glassware.g) To list and order equipment to maintain stock (i.e. consumable items and breakages that need replacing).h) To make up stock solutions as required.i) To maintain equipment and repair damaged equipment where possible.j) To manufacture equipment where possible.k) To produce an efficient method of storing equipment for re-usage.l) 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.m) To be aware of the safety precautions that have to be taken when handling chemicals and solutions.n) To carry out stock checks as and when necessary.o) To maintain the greenhouse and propagate plants for use in the department.p) To assist wherever possible in classrooms with practical work.q) 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.

Statement

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Signed

Date

Signed

Headteacher

Date
