

# **WOODBIDGE HIGH SCHOOL**

**Job Description:** Science Technician (36 hours each week, term-time only)

**Grade:** LBR4

**Responsible to:** Senior Science Technician (concerning day-to-day responsibilities)

**Role:** To work under the day to day supervision of the Senior Technician and the Head of Science in providing an effective support service to the Science Department and to have particular responsibility for Physics and Physics-related practical work at all Key Stages.

## **Duties:**

### **1. To Prepare lesson materials, including:**

- a) collecting apparatus and materials from storage
- b) preparing necessary materials for all sciences at KS3 and KS4 when required
- c) checking items in and out of the laboratory during lessons
- d) arranging for all apparatus to be available in rooms at the start of lessons
- e) preparing and setting up experiments for class use or demonstration
- f) liaising with teaching staff and other technical staff over the use and availability of equipment and stock
- g) advising teaching staff of problems with equipment and materials, including health and safety aspects
- h) returning apparatus to storage as practicable
- i) repairing damaged apparatus (if possible) or arranging for it to be done
- j) washing and drying glassware
- k) arranging for reprographic work to be done
- l) advising senior science technician on the need to order materials
- m) assisting with the instruction of students under the supervision of teaching staff
- n) undertaking all reprographics work for the wider department

### **2. To perform routine and periodic duties essential to the good order and safety of the department, including:**

- a) maintaining laboratories in a tidy manner, including sinks and spillages (in conjunction with teaching staff)
- b) keeping cupboards, storage areas and preparation rooms in an orderly and organised manner.
- c) checking deliveries and following up late or missing items
- d) up-dating stock records
- e) checking and maintaining basic equipment levels in laboratories
- f) Termly checking of safety spectacles and electricity circuit-breakers
- g) Annually taking stock of equipment, consumables, chemicals, stationery, books and other materials
- h) organising the safe disposal of chemical and biological hazards
- i) assisting with field trips and visits when necessary

### **3. To have sole responsibility for Physics at Key Stage 5, including:**

- a) The preparation and testing of equipment prior to the AS and A2 core practicals
- b) The collation and filing of past exam papers.
- c) The preparation of past papers for student distribution.
- d) Maintenance of AS and A2 Physics apparatus.
- e) Preparation of AS and A2 Physics lesson resources
- f) To instruct other technical staff in the use and preparation of AS and A2 Physics equipment.
- g) Assist with the annual stock take for insurance purposes.

#### **4. General:**

- a) to undertake the necessary training/development required in order to keep up to date with developments as identified through performance management
  - b) to perform other such duties of a similar nature as from time to time may be required.
- Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.

#### **PERSON SPECIFICATION:**

##### **You will be:**

- willing to integrate into a team
- able to carry out set duties
- able to use your own initiative
- well organised

##### **You will have:**

- a friendly, co-operative manner when dealing with pupils and staff
- a flexible approach to dealing with day to day duties