

JOB DESCRIPTION

POST: Science Technician, Biology Preparation Laboratory

LBR 4 - Pt.7 -10. Term Time Only. 36 Hours per week

Salary Range: Permanent Post

Term-time only

36 hours per week, - 8am to 3.40pm (one day to 3.50pm) (including 30 minutes lunch)

LBR Scale: 4 (Pt.7 – Pt.10)

Full time salary range: £25,629 - £26,913, Actual salary range: £21,755 - £22,845 per annum

Purpose of the Job:

To provide efficient technical support to the Science Department. In particular to prepare, store, maintain, clear materials and equipment used in science lessons in accordance with Health and Safety regulations.

Responsible to: Senior Science Technician and Head of Science

I Principal Responsibility:

- Under the overall control of the senior technician to co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff inside and outside the department
- To ensure and promote the maintenance of a healthy and safe working environment
This includes:-
 - keeping up to date with current procedures and practices
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
- To support the senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
- Under the overall guidance of the senior technician to ensure that routine checking, cleaning, calibration, testing and repair of equipment are carried out to the required standard
- To provide written materials which support Science practical activities
- To undertake appropriate technician duties related to Science

II Activities carried out:

1. Preparation of resources for class use or demonstration, assembling apparatus collected from storage, making up chemical solutions
2. To clean equipment and laboratories after each lesson and any chemical spillages when they occur
3. Organising, storing and checking the condition of chemicals and equipment in the biology department
4. To communicate with external suppliers and schools for specific queries
5. Obtaining materials by local purchase using petty cash

6. Giving Technical advice to teachers and pupils
7. Assisting in practical classes and carrying out demonstrations
8. Carrying out risk assessments for technician activities
9. Using CLEAPSS hazcards when dealing with chemicals and to issue the relevant hazcards to teachers doing practical work.
10. To know how to access the CLEAPSS on-line service.
11. Knowing the location of, and complying with, the Science Department Handbook safety rules and following current CLEAPSS guidance.
12. Giving health and safety advice to teachers and checking that safety glasses are always available for all pupils for practical work
13. Advising the senior technician of any problems with fume hoods, pressure vessels, first aid kits or electrical problems
14. Disposing of waste materials in accordance with CLEAPSS guidelines, and clearing-up of any spillages or broken glass should they occur
15. Maintaining laboratories and prep rooms in a clean, safe and orderly state (assuming the co-operation of other staff members).
16. Looking after plants and animals in Science
17. Looking after the greenhouse, plants and contents. Reporting any relevant issues to the site team
18. Using pressure vessels to prepare materials for microbiology lessons and to safely dispose of the materials after use
19. Attending courses commensurate with the post
20. To undertake routine photocopying of worksheets when required
21. To undertake filing and general administration
22. To assist supply and cover teachers with the setting up of equipment other than science apparatus
23. To assist in ensuring the safe conduct of pupils in the curriculum area
24. To assist in maintaining legal records of poisons, flammable liquids and alcohol storage
25. To safely dispose of waste chemicals and sharps
26. To carry out basic safety checks
27. To repair, maintain and if required construct or arrange the construction of equipment as required
28. To check equipment before and after lessons and to advise teachers about problems with apparatus
29. To carry out annual stock take on equipment in teaching laboratories, whilst checking for deterioration
30. To attend meetings as required
31. To liaise with care taking staff regarding any gas, flame, leaks and problems that may occur

Person Specification:

We are interested in appointing someone who would enjoy working in an educational environment as part of a team. Whilst a scientific background to at least “A” level standard may be an advantage, we are looking for someone who is well organised with enthusiasm and initiative.

You will need:

- Good organisational skills and the ability to prioritise
- Enthusiasm
- Initiative
- Integrity
- Good communication skills
- Good practical skills
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.