

## Senior Science Technician Job Description

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, including liaising with all areas of the school and outside organisations.

The Senior Science Technician will have the following duties in addition to those of the other Science Technicians:

- Carrying out risk assessments for technician activities
- To ensure and promote the maintenance of a health and safe working environment
- To ensure the technicians contribute to the design, development and maintenance of specialist resources and/or long-term projects
- Sourcing costing and suggesting economic alternatives to maintain stock levels
- Keeping stock and financial records
- Planning the workload of the technicians during the school holidays
- Attending department meetings
- Managing, monitoring performance, training responsibilities and supervising the other technicians.
- Organising the technical support to the science department.
- Liaising with the Head of Science.

The core activities of the technician position include:

- Making up solutions.
- Designing, constructing and modifying apparatus.
- Delivering equipment to rooms.
- Collecting, checking and returning equipment to stores.
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- General laboratory cleaning (bench surfaces and fixed equipment).
- Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
- Organising and storing chemicals and equipment.
- Sourcing costing and suggesting economic alternatives to maintain stock levels.
- Stocktaking chemicals and/or equipment.
- Placing orders, *checking deliveries and invoices*.
- Disposing of waste materials.
- Setting up and caring for plant and animal collections.
- Trialling practical activities.
- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health & safety guidance.
- Providing technical support to students / pupils including health & safety guidance.
- Assisting in practical classes.
- Carrying out demonstrations.
- Keeping up to date with developments in practical science.
- Keeping up to date with health & safety requirements.
- Carrying out health & safety checks on laboratories, prep rooms and stores.

- Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Whole-school first-aid provision
- Holiday work includes: safety checks, replenishing stocks in laboratories, cleaning, stock checks, maintenance of equipment and forward planning.
- Any other reasonable duties as required by the Principal.