



SCIENCE TECHNICIAN – Grade 3

Permanent - 37 hours – Mon – Fri, 38 weeks

BASIC JOB PURPOSE

To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory experiments.

MAIN RESPONSIBILITIES

- Check and provide in the appropriate laboratories, science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities.
- Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.
- Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
- Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable pupils to carry out practical science experiments in the laboratory.
- Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes and recommend solutions to technical problems encountered
- Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
- Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements.
- Other duties include support to facilitate the smooth running of the science department.
- Keep up to date with HCCS policies and procedures and undertake relevant training.
- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.
- Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for your own safety and that of students and colleagues.
- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

- Demonstrate and provide hands-on practical pupil instruction in correct usage and application of laboratory and science equipment and work with pupils on project work in a supporting role.