**Tanfield School**

**Science Technician**

**POST GRADE: Grade 2**

**RESPONSIBLE TO: Head of Science**

**Hours of work: 8.15 am – 4.15 pm**

**3 days per week (Wednesday, Thursday and Friday)**

# Job purpose

The Science Technician is responsible for:

* Assisting in ensuring a safe, effective and efficient laboratory technical service is provided for students and teaching staff within the department.
* Providing assistance in the classroom if required to support students and to assist teaching staff with the provision of learning activities.
* Ensuring that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.
* Contributing to the overall ethos, work and aims of the school.

# Duties and responsibilities

Main duties and responsibilities are indicated below.

* Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
* Prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
* Carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
* Provide technical advice and support in the classroom, for example, with practical experiments and resources.
* Under the direction of her/his line manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
* Put up and maintain appropriate classroom and corridor displays within the science department.
* Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
* Assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.
* Maintain ICT/printer equipment with the help of ICT support staff
* Assist at Science Club.
* Trial new experiments as and when required.
* Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
* Assist their line manager in the promotion and observance of a healthy and safe working environment.
* Ensure that staff in the science department are aware of and comply with all health and safety requirements and other relevant regulations.

## Administrative

* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and returns.
* Assist in completing equipment and stock inventories as required.
* Collate information, statistics and prepare reports as required by her/his line manager,
* Taking department minutes and keeping records of these
* Attend relevant meetings and training sessions.
* keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

**NOTES**

1. The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. This is a “job description” and not the Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.
3. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. Other duties may, therefore, be allocated from time to time, commensurate with the grade of the post.