



## Ferryhill Business and Enterprise College

**Job Title:**

Science Technician

**Grade:**

Grade 4

**Hours:**

Full Time (37 hours) term time only

**Reporting to:**

AHT support staff / Director of Learning Science

**Main Duties:**

- Work under direction of Director of Learning and in support of Science department staff.
- Preparation of materials and equipment and their delivery to appropriate rooms as required. Collection, cleaning, checking and storing of resources after use.
- Maintenance, repair, cleaning, storage and manufacture of equipment & resources
- Preparation, assembly, setting up and testing of materials, components, apparatus tools and equipment for practical classes, examinations and assessments. Retrieval and clearing away after use.
- Maintenance of laboratories, stockrooms and prep rooms ensuring they are in clean and in a safe condition.
- To safely dispose of waste laboratory materials including chemical and biological waste.
- To keep first aid training and knowledge up to date undertaking regular training as required.
- Provide any first aid support, as and when necessary and maintain first aid equipment in laboratory areas.
- Researching, pricing, ordering, receipting and storing of new stock. Stock taking of chemicals, glassware, equipment and stationery. Ensure inventory is accurate and up-to-date.
- Providing technical assistance and lessons support, on request, to trainee teachers (PGCE students), newly qualified teachers (NQT) and teachers working outside their specialism.
- Trailing new practical activities and offering risk assessments as appropriate
- Providing technical assistance to student/ pupils as appropriate and to profession peers if asked.
- Carrying out practical demonstrations on equipment or techniques as requested
- Setting up of IT equipment for data-logging
- Recording, cataloguing and storing of video & DVD resources
- Assisting with department displays (along with Art department as part of site display policy) as well as displays for Open Evenings etc.
- Assisting on field trips as requested, providing specialist knowledge or as 'additional adult'

- Comply with health and safety regulations, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations, CLEAPSS and FBEC organisational policies; including the completion of risk assessments as per CLEAPSS regulations
- Locking up laboratories and stores and securing equipment when not in use.
- To ensure that all equipment is maintained and in good working order. To carry out general maintenance including regular cleaning of apparatus and equipment and simple repairs. Reporting or arranging repair of more complex faults.
- May be required to undertake administration duties for the Science Teaching Staff including producing reprographics and organising books, slides and videos.
- To attend and input into departmental meetings
- To offer both in class learning support to students during lessons and after school
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.

As the Radiation Protection Supervisor:

- Ensure that the site/science dept complies with appropriate Ionising Radiations legislations. Liaise with the LA Radiation Protection Advisor.
- Offer training on handling and disposal of Ionising Radiation Sources to department staff.
- Keeping appropriate records on Ionising Radiations stocks and their usage

**The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.**