**JOB DESCRIPTION**

Role: Science laboratory technician/ Senior science laboratory technician (dependent on experience)

Responsible to: Head of Science

Job Purpose: To provide technical support to the Science Department

Hours: Up to 37 hours per week term time only, plus training hours (part time hours possible)

**Main duties and responsibilities:**

1. To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

* preparation of resources, assembling apparatus
* preparation of standard solutions
* obtaining materials by local purchase
* giving technical advice to teachers and technician
* carrying out risk assessments for technician activities and experiments
* assisting in practical classes and carrying out demonstrations

2. Implementation and dissemination of all H & S legislation and guidance from C.O.S.H.H. and C.L.E.A.P.P.S.

3. To ensure the maintenance of a healthy and safe working environment through:

* actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
* keeping up to date with current procedures and practices through continuing professional development
* the provision of technical advice and support on health and safety issues to teaching and trainee technical staff
* the safe treatment and disposal of used materials including hazardous and biological substances, responding to actual or potential hazards
* the healthy and safe storage and accessibility of equipment and material
* overseeing the work of science technicians to ensure they are meeting health and safety standards at all times

4. To be responsible for induction, supervision, training and safety of science technicians, with an expectation of contributing to line management and performance reviews.

5. To ensure the availability of suitable material and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up to date stock records

* checking stock, ordering
* keeping stock records
* maintaining resources
* to place orders as necessary

6. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation room and the laboratories.

* collecting, checking and returning equipment
* general laboratory cleaning of bench surfaces and fixed equipment
* cleaning and repair of equipment
* maintain a computerised inventory of equipment, apparatus and chemicals.

7. Where possible, to carry out minor repairs to equipment or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment

8. To carry out administrative duties for the science department including photocopying and collating of papers for lessons, tests and cover work

9. To contribute to the science department preparation and presentation at Open Evening events

* preparation of resources and experiments for open evening

10. To attend science department meetings and act as a liaison between teaching and technician staff

11.To report health and safety concerns and potential in a timely manner

12.To care for animals and plants in the science area

13. To supervise Science ambassadors during lunch time sessions

**Other duties**

To carry out duties in the most effective, efficient and economic manner available

To become proficient and familiar with all schemes of work

To participate in the staff review and development appraisal process and implement agreed targets

To have due regard and comply with all school policies

To undertake training as required

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibly

Develop good working relations with other colleagues

Expected to comply with any reasonable request from the Head of Science to undertake work of a similar level that is not specified in this job description