



# PHILIP MORANT

SCHOOL & COLLEGE

## JOB DESCRIPTION

*Philip Morant School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

### NAME

POST TITLE: SCIENCE TECHNICIAN

SALARY SCALE: BAND 2 to midpoint

HOURS: 37 hours for 40 weeks

LINE MANAGER: Science Technician

LINE MANAGER OF: None

LIASON WITH: All Science Faculty staff and, on occasions, teaching staff from other faculties, Senior Science Technician, non-teaching staff including other technical staff, office staff etc. and students

MAIN JOB PURPOSE To provide full technician support to the Science teaching staff particularly in the preparation and cleaning/clearing of lesson materials

### MAIN DUTIES:

1. Ensure the efficient preparation and organisation of equipment for lessons as requested on the daily 'Apparatus Request Sheet' (primarily physics lessons, but also biology and chemistry lessons as necessary)
2. Clean equipment and laboratories after each lesson and any chemical spillages when they occur.
3. Organising, storing and checking the condition of chemicals and equipment, including radioactive sources
4. Prepare paper-based resources, for individual students/classes including; textbooks, revision guides, past papers etc. Also to maintain up-to-date records thereof. Photocopy worksheets and other documents as requested by teaching staff.
5. Maintain safety equipment in good working order (e.g. clean goggles/specs, replenish spill kits etc.)
6. Refer stock requirements to the Senior Science Technician
7. Liaise with other faculties/schools with regard to the use of additional/specialist equipment
8. Set up demonstrations and support teaching staff and pupils as required
9. Assist with the repair and maintenance of science equipment and fabricate small items for use in class practicals
10. Adapting and developing practical techniques, especially required practicals for GCSE and A level qualifications.
11. Ensure the application of Health and Safety procedures and raise awareness of Health and Safety Issues specifically in relation to laboratories and practical physics activities
12. Carry out risk assessments for technician activities
13. Maintain a clean and safe working environment

14. Collect samples and specimens for use in demonstrations and class practicals (where necessary, purchase from local traders using petty cash)
15. Make up appropriate solutions and reagents to the required specifications
16. Assist with the annual inventory of all science faculty equipment plus additional stock-takes required to maintain optimum stocks of equipment, chemicals, stationery and textbooks
17. Cover for other members of the science faculty support staff during spells of absence
18. Help supervise pupils on school visits
19. Upon completion of duties at the end of the working day, switch off main services and electrical equipment and secure windows and doors, reporting any faults as necessary.
20. To follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
21. To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
22. Carry out any other reasonable tasks which may be required by the School
23. Keeping up to date with CPD opportunities available