



King Edward VI Grammar School, Chelmsford

JOB DESCRIPTION

TITLE:	Science Technician
RECOMMENDED BAND:	2
PURPOSE OF JOB:	To take first responsibility for an agreed area of the Curriculum, and within that area to provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.
RESPONSIBLE TO:	Senior Science Technician / Head of Science / Headteacher

DUTIES & RESPONSIBILITIES:

Preparation and Use of Equipment:

- To ensure the efficient and prompt preparation and organisation of equipment and materials for lessons as required
- To ensure safe storage and use of laboratory equipment
- To carry out or arrange for the maintenance and repair of equipment as appropriate
- To assist in preparing lesson materials in other science departments from time to time
- To maintain stock levels and assist in ordering items as required
- To organise text books, worksheets, routine filing and photocopying as required

Clearing & Cleaning:

- To clear equipment and laboratories after each lesson
- To clean any chemical spillage when they occur

Teaching Staff & Pupil Support:

- To support teaching staff and pupils during lessons
- To set up equipment for practical demonstrations ready for teachers to use
- To help to develop new or improved experiments or demos, maintaining accurate records of set-ups to support this
- To liaise with other departments/schools regarding use of additional or specialist equipment

Monitor Health & Safety Needs:

- To liaise with caretaking staff regarding any gas/fume problems that may occur
- To ensure the application of Health and Safety procedures
- To raise awareness of H&S issues specifically in relation to laboratories
- To assist in ensuring the safe conduct of pupils in the department.

Training & Development:

- To have or to be working towards suitable qualifications for the specific post.
- To undertake any training commensurate with the post
- To review and enhance personal development within the role and the Science Technician team as appropriate.

Other:

- Any other duties as may reasonably be requested of this postholder.