

JOB DESCRIPTION

Job Title	Science Technician
Reports to	Senior Science Technician Head of Science School Business Manager Headteacher
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To ensure the efficient preparation and organisation of equipment for lessons as required. To clean equipment and laboratories after each lesson and any chemical spillage when they occur.
Duties	<ul style="list-style-type: none"> • To ensure safe storage and use of laboratory equipment. • To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment. • To assist in preparing lesson materials in other departments from time to time. • To liaise with other departments/schools re use of additional/specialist equipment. • To refer stock requirements to the Senior Science Technician. • To undertake routine photocopying as required. • To liaise with caretaking staff regarding any gas/fume problems that may occur. • To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories. • To assist in ensuring the safe conduct of pupils in the department
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature Date

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.