

Helena Romanes School



JOB DESCRIPTION

Title of Post:	Science Technician
Responsible to:	Senior Science Technician / Head of Science Faculty
Purpose of Job:	To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.

Duties & Responsibilities

Preparation and Use of Equipment:

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To ensure safe storage and use of laboratory equipment.
- To carry out or arrange for the testing, maintenance and repair of equipment as appropriate.
- To maintain stock levels and assist in ordering items as required.
- To organise Chromebooks, textbooks, worksheets, routine filing and photocopying as required.
- To prepare standard solutions and ensure the safe treatment and disposal of chemicals.

Clearing and Cleaning

- To ensure collection, checking and safe storage of resources after use.
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur.

Teaching Staff and Pupil Support

- To promote a healthy and safe working and learning environment for pupils and staff.
- To support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment. To set up equipment for practical demonstrations ready for teachers to use if required.
- To liaise with other departments/schools regarding use of additional or specialist equipment.

Monitor Health and Safety Needs

- To liaise with caretaking staff regarding any gas/fume or maintenance problems that may occur.
- To ensure the application of Health and Safety procedures within preparation and storage areas, and the safe transportation of resources around the Science Department.
- To keep up to date with Health and Safety requirements and developments in Practical Science.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace, including Manual Handling skills.

- To assist in ensuring the safe conduct of students in the department.

Training and Development

- 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.

Other

- Exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy and all other current school policies.
- Work some additional hours e.g. Open Days and whole school events, for which time off in lieu may be given.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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.