

**St Aidan's Church of England High School**  
**Science Technician Job Description – Grade D**

**Main duties and responsibilities**

<b>Key Responsibilities</b>	<b>Activities that are likely to be carried out</b>	<b>Suggested frequency</b>
Under the guidance of the Senior Technician co-ordinate the use of practical resources and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff outside the department.	Provide apparatus and materials for lessons. Washing and returning all glassware used in lessons. Photocopying for teaching staff when required. Liaising with other technicians ensuring apparatus is distributed appropriately. Liaising with teaching staff over the use of equipment and stock including risk assessments. Shopping for certain items of equipment e.g. maggots, flour, cabbage. Inter departmental support – supplying equipment for PE, geography etc. Preparing apparatus for other schools for KS2 Science kits.	Daily Daily Daily Daily Daily Weekly As required. As required.
To ensure and promote the maintenance of a healthy and safe working environment	Maintaining apparatus and materials on an on-going basis including visual safety checks. Liaising with teaching staff over the use of equipment and stock including risk assessments. Keeping prep rooms and labs tidy and safe. Maintain safe working practice.	As required. Daily Daily

	<p>Disposal of waste materials from practicals.</p> <p>Going on courses to develop expertise and knowledge of associated risk.</p>	<p>Daily</p> <p>As required.</p>
<p>To contribute to the design, development and maintenance of specialist resources and /or long term projects. To offer professional guidance, assistance and support to students and teachers on practical aspects of the curriculum.</p>	<p>Making up and maintaining stock solutions.</p> <p>Caring for plants within department.</p> <p>Provide equipment for lunchtime clubs</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p>
<p>To support the senior technician in ensuring the availability of suitable equipment and materials, in association with the senior technician helping to compile orders and liaising or negotiating with suppliers and finance office to ensure best value.</p>	<p>On-going stock control in prep rooms and laboratories.</p> <p>Annual stock control and keeping stock records</p> <p>Text book management</p> <p>Stationery management</p>	<p>Daily</p> <p>Annually and as required.</p> <p>As required</p> <p>Daily</p>
<p>In liaison with the Senior Technician, ensuring both routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment are carried out to the required standard.</p>	<p>Maintaining apparatus and materials on an on-going basis, including visual safety checks. Repairing damages or arranging for this to be done.</p> <p>Completing order forms for equipment as directed by Head of Department.</p>	<p>As required</p> <p>As required</p> <p>As required</p>
<p>To assist in a subject area as required.</p>	<p>Liaising with other technicians ensuring apparatus is distributed appropriately.</p> <p>Ensuring any work left by absent teaching staff is given to cover/supply staff and any assistance given.</p>	<p>Daily</p> <p>As required.</p>

## **Person Specification**

- Good Science background
- An understanding of health and safety within the preparation, use and disposal of materials
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Excellent organisational skills
- Basic computer skills in Word, Excel