

JOB DESCRIPTION

SCIENCE TECHNICIAN

Hours of work:	32½ hours per week – 08:30 – 15:30 (½ an hour lunch break)
Contract:	Term time + 2 days
Base Location:	Olney campus
Report to:	Assistant Director of Science

CORE PURPOSE

- Maintain consistently the high standards of Ousedale's Science Department Laboratories;
- Carry out a range of technician duties as required by department and school policy, especially periodic safety and risk assessment checks in accordance with Health & Safety guideline;
- Support staff in lessons with practicals.

MAIN DUTIES

- Advise the Assistant Director of Science (Olney Campus) of maintenance requirements;
- Plan and deliver enrichment lessons;
- Participate in training as required, including first aid training and fire warden training;
- Prepare science materials and equipment for science lessons;
- Local purchases of small items required for practical classes etc;
- Carry out risk assessments for technical activities;
- Dispose of waste materials;
- Arrange resources including apparatus, worksheets, books and audio-visual aids to be available, in labs, for lessons;
- Prepare experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions;
- Liaise with staff over use of equipment and stock;
- Advise staff of any problems, including safety aspects;
- Make, modify, maintain and repair equipment, as necessary;
- Store materials in an organised manner to ensure it is secure;
- Keep the equipment clean eg safety goggles & safety screens;
- Assist with stock taking of chemicals, consumables, stationery, books and breakable items and ensure stocks are maintained;
- Support the use of ICT in lessons;
- Trial new practical's and report results;

- Assist in preparation for parents' Open Evening and attend;
- Update Science display boards.

Staff are expected to follow the school's Health & Safety Policy and carry out any reasonable instruction given by the Headteacher and or other such authorised person as to allow for the effective running of the school.

January 2018