



JOB DESCRIPTION

Assistant Science Technician

Reporting to:	Senior Technician and Head of Science
Purpose:	Provide technical support and assistance to staff and students in the Science Department.
Key Tasks:	<ol style="list-style-type: none"> 1. Day-to-day running of laboratories where departmental structure and organisation specifies particular laboratory responsibilities. 2. Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes; setting up and on occasion carrying out demonstrations retrieving and clearing away apparatus, etc., general laboratory tidiness including cleaning. 3. Construction and modification of apparatus; co-operating with teaching staff in the development of apparatus and equipment for use in practical classes. 4. Maintaining, repairing and arranging through the Senior Technician for the maintenance and repair of apparatus and equipment, keeping maintenance records as directed. 5. Technical advice and assistance to teachers and pupils, assisting in practical classes as requested. 6. Maintenance of general laboratory services and facilities in laboratories, reporting faults to the Senior Technician. 7. Organisation and storage of Biology/Chemistry/Physics equipment, apparatus and materials, including chemicals, in accordance with departmental policy. 8. Maintaining stock levels in relation to the service to Biology/Chemistry/Physics; advising the Senior Technician of items and quantities required; checking stock books as required. 9. Specific maintenance e.g. a) battery changing; b) autoclaving; c) instrument sharpening; d) microscopes. 10. Disposal of waste laboratory materials including chemicals/microbiological waste/animal carcasses, in accordance with established guidelines. 11. Issue of poisons, under the supervision of the Senior Technician. 12. Setting up and maintaining the department's specialist resources, including plant and animal collection, as directed. 13. Participating in selection of equipment and in the development of Science Department facilities. 14. Preparing, setting up and testing apparatus, equipment solutions and materials for use in practical examinations (other than 'A' level unless under direct supervision of the Senior Technician.

	<p>15. Participating in the maintenance of satisfactory standards of safety and security in relation to the technical service to the science Department, as directed by the Senior Technician.</p> <p>16. Participating in the general technical work of the department as directed by the senior Technician.</p> <p>17. To undertake duties in regard to the setting up, routine maintenance, movement and storage of audio-visual aids equipment within and for the use of science.</p> <p>18. Physics Dept - collating all worksheets and ensuring that there is sufficient for all lessons. Chemical book and equipment stock take within biology department. All filing and shopping for department.</p> <p>19. Physics Dept - posting results for years 7, 8 & 9 on science administration programmes. Setting out laptops and data logging equipment for use within lessons. Troubleshooting problems of use of IT within science, liaising with IT and reporting faults.</p> <p>20. A Level Physics for Years 12 & 13 and Cardinal Heenan.</p> <p>21. Applied Science Years 12 & 13.</p> <p>22. Writing own technicians lists to work alongside all schemes of work.</p>
General Duties and Responsibilities:	<p>1. To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.</p> <p>2. To support and follow the policies and procedures set out in the Staff Handbook and as directed by the Governing Body.</p> <p>3. To take advantage of all opportunities for professional development.</p>
Working Time:	<p>Full-Time 35 hours per week</p> <p>8.00am – 4.00pm</p> <p>Annualised Hours Contract</p>
Salary/Grade:	<p>NJC Scale 4, Point 7 – 11</p> <p>£22,369 - £24,054</p>
Disclosure level:	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.	