

JOB DESCRIPTION

POST: Science/Academy Technician

GRADE: Band C –22.5 hours, Term Time + 2 weeks

REPORTS TO: Principal/Assistant Principal

Post Summary

To provide technical support to the Academy's Science Department

Duties and responsibilities: -

- Prepare the materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary. Prepare distilled/de-ionised water.
- Set up and test demonstration experiments and ensure that they will work well.
- Assist in practical classes and carry out demonstrations.
- Dispose safely of biological and chemical residues and other waste materials in accordance with CLEAPPS guidelines.
- Be responsible for making appropriate risk assessments.
- Keep up to date with Health & Safety information.
- Carry out Health & Safety checks on laboratories, prep room and stores.
- Carry out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate.
- Maintaining a good stock of necessary materials for the construction of scientific apparatus.
- Clean apparatus e.g. glassware, used by teaching staff and by pupils if it is difficult or dangerous. Sterilise appropriate apparatus.
- Care of animals and plants kept for observations and experimental purposes.
- Maintain apparatus and equipment in good working order and carry out repairs. Where the job is beyond the capabilities of the technician team, to organise the execution of the work in consultation with the Head of Science.
- Inspect, maintain and correctly use safety equipment.
- Construct and/or modify laboratory apparatus. Test new experiments and assist in devising new practical work.
- Assist in the construction and preparation of audio-visual aids, and routine maintenance of the AVA equipment used in the Science Department.
- To keep area tidy and free of clutter. Be responsible to the Head of Science for the maintenance and upkeep of the science laboratories and advising on any improvements which can be made in this respect.
- Administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Operate laboratory documentation systems (cataloguing, filing, worksheets etc). Assist with the maintenance of computer records.

- Photocopying, as necessary.
- Attend school events as required.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Keep up to date with associated developments and changes in requirements and regulations and communicate appropriate information to colleagues.
- Any other duties as may be required from time to time as designated by the Head of Science and/or Senior Technician that are commensurate with the post of Technician.
- Provision of guidance as necessary to assist technical staff including support with on the job training.

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