



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### SCIENCE TECHNICIAN

#### JOB DESCRIPTION

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<b>JOB TITLE:</b>	Science Technician
<b>GRADE:</b>	Scale 3
<b>RESPONSIBLE TO:</b>	Senior Science Technician
<b>ROLE OBJECTIVES:</b>	
<ol style="list-style-type: none"> <li>1. To provide technical support and assistance throughout Science in relation to preparation, cleaning, maintenance and ordering of resources.</li> <li>2. To liaise with and provide technical support to Science Staff in maintaining a safe and effective teaching and learning environment within the area that meets both the health &amp; safety standards and the requirements of the classes involved.</li> <li>3. To co-ordinate the use of practical resources, assist and advise in meeting the practical needs of the science curriculum.</li> <li>4. To contribute to the design development and maintenance of specialist resources and/or long-term projects.</li> </ol>	
<b>PRESCRIBED DUTIES:</b>	
<ul style="list-style-type: none"> <li>• Preparation and distribution of materials and resources for classroom activities (including chemical solutions) and timely collection and return to stores</li> <li>• To assist and support the teacher with practical classroom activities</li> <li>• To develop practicals in partnership with teaching staff</li> <li>• To trial and provide model data for GCSE and A-level required practicals as is reasonably requested</li> <li>• To undertake and monitor the care and maintenance of laboratories, resources, equipment and surfaces (including plants and animal specimens)</li> <li>• To facilitate, monitor and ensure the safe disposal of chemical and biological waste</li> <li>• To observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines</li> <li>• To help with maintaining a clean, safe and orderly working environment in the science preparation room</li> <li>• To undertake duties in relation to stock control</li> <li>• Ensuring the health and safety and wellbeing of staff and students</li> <li>• Recognising and reporting faulty/broken equipment including calibration, testing and repair</li> <li>• To assist with the training and supervision of staff members</li> <li>• To undertake training as required to assist in the performance of duties</li> <li>• To undertake administrative duties in relation to the work of the Science area</li> <li>• To assist teachers with display materials in the department as is reasonably requested</li> </ul>	
<b>Note:</b>	<b>Note: Other duties at no higher level of responsibility may be interchanged with/added to this list as required.</b>