



WADDESDON

CHURCH OF ENGLAND SCHOOL

SCIENCE TECHNICIAN

JOB DESCRIPTION

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