



Science Technician Job Description



Support in the classroom

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification required by teaching staff from stock and the clearing away of used equipment.
- Assistance to teaching staff with demonstration lessons and practicals.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Assisting in the maintenance of safety standards in the department.
- Set up and try out experiments before lessons, assessments and examinations to ensure that they work. Specifically focussing on the Core Practicals required for the new 9-1 GCSE; in both Combined and Separate Sciences.

Administration

- Maintenance of stock and breakage records, catalogues and user manuals.
- Assist in the annual audit of stock.
- Ordering, receiving and accounting for new stock and equipment.
- Administrate the 'Lablogger' requisition system used by the teaching staff in the department for the booking of practical equipment.
- Administrate the science departments 'ParentPay' system used for the ordering of science revision guides.

Resources

- Assist with the development of resources. This will include display boards around the department.
- Operation and maintenance of the departments photocopier and printers. This includes booking required servicing, and the ordering of consumables using the 'Ricoh e-Service'.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.

Health & Safety

- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.
- To be responsible for the safe storage of chemicals and apparatus in accordance with Staffordshire County Council Safety procedures.