



## HECKMONDWIKE GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Science Technician
<b>SALARY:</b>	Range 11 (11-15) SCP 11 £22,129 pro rata (£18,884.89 actual salary) based on 37 hours per week.
<b>HOURS OF WORK:</b>	37 hours per week. Term Time only. Working hours to be agreed with post holder.
<b>RESPONSIBLE TO:</b>	Science Technician Manager

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#### Main Duties

##### **A Laboratory Servicing**

- Prepare all teaching materials (including apparatus, equipment, solutions and specimens) requested by teaching staff for practical work; lay out these materials in the laboratories in an organised and timely manner; and clear the laboratories as soon as practical after use.
- Set up demonstration experiments and ensure they will work satisfactorily.
- Clean dirty apparatus (e.g. glassware) after use in lessons.
- Set up dataloggers and other computer-aided experiments and computer software required for teaching.
- Trial new experiments and new equipment, and assist in devising new practical work.
- Assist in the preparation for school Open Evenings and 6th Form Open Evenings.
- Assist in the preparation for practical examinations and investigations.
- Assist teachers in demonstrations to pupils and in managing complex class practicals.
- Maintain records of apparatus requisitions by teaching staff.
- Organise an up-to-date and accurate stock of manuals and instruction sheets for apparatus and experiments.
- Assist in keeping records of textbooks and in textbook return days.
- Provide technician support for ITT students on teaching practice in the department.

##### **B Maintenance**

- Report any deficiencies in stock, apparatus, furnishings and fittings to the Subject Leader.
- Maintain apparatus, laboratory and computer equipment in good working order, carry out minor repairs and organise servicing and major repairs.
- Inspect and, where necessary, arrange for repairs or order replacements to furnishings, equipment and services.
- Construct and/or modify laboratory apparatus as directed by the Subject Leader.
- Maintain the prep room(s) and store room(s) in an organised and tidy manner.



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### **C Stock Keeping and Administration**

- Operate an efficient system for stocking, storing, transporting and distributing all items used in the department, including stationery.
- Maintain a good stock of consumable materials; keep electronic records for stock control; order materials in a timely fashion; and check deliveries of stock.
- Under the guidance of the Subject Leader: research suitable suppliers for equipment and materials, liaise with suppliers' representative; obtain quotations and prepare requisitions.
- Co-ordinate common stock between sections of the science disciplines.
- Maintain laboratory documentations (manuals, safety sheets, catalogues etc.)
- Maintain filing system for worksheets, exam papers, etc.
- Produce teaching resources.

### **D Health & Safety**

- Arrange for the safe storage of equipment, materials and chemicals; ensure accurate labelling of stored chemicals; and carry out regular checks for deterioration of stored chemicals.
- Dispose of waste materials safely.
- Inspect, maintain and assist in the correct use of safety equipment.
- Advise other members of staff (including teaching staff and cleaning staff) as necessary on any hazards in the department affecting their role.
- Attend relevant training courses.
- Attend relevant department, local authority or other meetings as appropriate.

### **E Time Management**

- Liaise with teachers in the department to avoid clashes of apparatus requisitions.
- Co-operate with other science technicians to ensure the effective discharge of tasks during exceptionally busy times in each science department.
- Co-operate with other science technicians to ensure the effective discharge of tasks during short-term absence of technician colleagues in each science department.

### **F Support & Guidance**

- Provide support and training to new technician(s) within the department, as and when required.

### **G General**

- To attend relevant school trips, as and when required.
- Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder.



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- The postholder's duties must at all times be carried out in compliance with the School's Equal Opportunities Policy and other policies designed to protect employers and students from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with Senior Management of the School as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees, pupils or visitors to the School, including those who may be for example from minority ethnic communities, women or disabled. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- Any other duties as may be required to ensure the smooth and safe operation of the science department and the use of its resources.

### **Additional Duties of Physics Technician**

- Assist in the radiation protection monitoring of radioactive sources.

### **Additional Duties of Biology Technician**

- Use aseptic techniques to: prepare sterile agar plates; prepare culture media; maintain stock microbial cultures; make and inoculate pure cultures on agar plates, agar slopes and broth cultures; safely destroy and dispose of microbial cultures after use.
- Look after living plants and animals kept in the school laboratories.
- Source living and dead biological specimens (including animal, plant and microbiological materials) from local suppliers (such as butchers, abattoirs and garden centres) and from biological suppliers.
- Dispose of chemical, biological, microbiological and other waste materials safely.

### **Additional Duties of Chemistry Technician**

- To arrange safe disposal of hazardous chemicals and other waste materials safely.
- To control security and maintain an inventory of restricted and hazardous chemicals.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***