**JOB DESCRIPTION**

**SCHOOL: St Gregory’s Catholic High School**

**POST DETAILS**

**Job Title:** Science Technician

**Grade:** G4/5

**Directly Responsible To**: Head of Science Department

**Hours of Duty**: 37 hours per week/Term time only

**Primary Purpose and Scope of the Job:**

To work under the direction of the Head of the Science Department to support teaching and learning within this specialist area.

 **WORKING RELATIONSHIPS**

Pupils

Teaching staff

Curriculum Support Department

**KEY TASK AND ACCOUNTABILITIES**

1. Control of stocks of materials and equipment
2. Maintaining and developing the record keeping system for stock levels and location of equipment so that the apparatus needed for each lesson can easily be found by teachers or other technicians
3. Keeping a clear inventory and replacing or fixing broken equipment
4. Assisting in ordering of materials and equipment including evaluation of suppliers
5. Receipt of deliveries for science department
6. General upkeep of all laboratory and preparation areas
7. Responsibility for specific safety and security measures in the laboratories, preparation areas and stores
8. Labelling of any hazardous chemicals and experiment
9. Keep legal records of poisons and flammable liquids and appropriate storage of hazardous materials
10. Safe disposal of chemical and biological waste materials, broken glass and ‘sharps’
11. Checking services (gas, electricity and water) and ensuring these are secured at the end of the day
12. Preparation of all materials, stocks and equipment as required for practical work and demonstrations
13. Setting out and clearing away materials and equipment for practical lessons as required
14. Cleaning and sterilising equipment, where necessary, after use and minor repairs to damaged items
15. Keeping up to date with current health and safety practices to support the HOD and ensure all staff adhere to current CLEAPSS guidelines
16. Be responsible for ensuring your own safety and using appropriate PPE in your role
17. Assisting in setting up any audio/visual aids that may be required by teaching staff
18. Involvement in the department’s programme of studies to ensure safety in the workplace and guidance or practical project work
19. The postholder will adhere to the school’s safeguarding policy which safeguards and promotes the welfare of children
20. To undertake such additional duties as are reasonably commensurate with the level of this post

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: April 2023

Revised by: Director of Finance and Resources

Postholder:

Signed: …………………………………………………………….

Date: ………………………………………………….