

Science Technician**Post Holder**

Salary	BG2(a) SP 12-15
Contractual Weeks	Term Time Only
Contractual Hours	19 hours per week

KEY ROLE AND RESPONSIBILITIES

Responsible for preparing equipment and supporting and assisting the teacher and pupils during practical lessons. The core function of this supporting role is to provide for the needs of science teaching staff in their delivery of the practical science curriculum.

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Senior Technicians/ Head of Department, the Laboratory Technician is responsible for the following tasks

- Prepare equipment, chemicals and resources for lessons, including AS & A2 Level.
- Clean and tidy the classroom and equipment after use.
- Organise the storage and maintenance of all equipment, chemicals and resources and maintain security.
- Repair or arrange for the repair of damaged/ faulty equipment.
- Construct simple apparatus.
- Assist teacher with class demonstrations, practical tasks, displays and exams.
- Undertake typing and photocopying as and when required.
- Ensure Health and Safety within the classroom, adhere to COSHH regulations and undertake risk assessments, including 'A' level.
- Undertake basic inspections of electrical appliances.
- Issuing and checking return of departmental notebook computers.
- Developing new practical tasks as required for any curriculum changes.
- Stocktaking, prepare purchase orders, make local purchases of supplies as required.

