



Job Title: Science Technician

Grade: GR2

Responsible to: Head of Department

1.0 JOB PURPOSE

1.1 To provide support to the teaching staff with the Science Department

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Requisition of consumables or equipment to maintain adequate stock levels after liaising with the Head of Department
- 2.2 Maintenance of:
 - Secure inventories
 - Stock Control
 - Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure.
- 2.3 Assist with annual stock-taking within the Science Department
- 2.4 Assist in preparation of budget for:
 - Replacement and new apparatus
 - Chemicals
 - Equipment and materials within the Science Department
- 2.5 Preparation of materials/samples for both classwork and examinations
- 2.6 Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure.
- 2.7 Maintenance of:
 - Aquaria and plants within the Science Department
 - Animal experiments under the direct supervision of the Head of department with regard to the 1984 Animal Welfare and Cruelty Act (copies available from Science Inspector/DFE).
- 2.8 Construct, test, collect and clean demonstration class and examination apparatus.
- 2.9 Build teacher aids, e.g. Light boxes, feeler boxes, models, under supervision
- 2.10 Carry out safety checks in accordance with laid down instructions and codes of practice
- 2.11 In the event of a chemical spillage, ensure to liaise with the Building Services Supervisor that laboratory floors, walls, benches, equipment and fittings are properly cleaned
- 2.12 Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards
- 2.13 Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice
- 2.14 Ensure the:
 - Preparation and clearing away of apparatus and materials

- Teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. Breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur.
- 2.15 Within the Science Department, undertake photocopying or duplicating as necessary
- 2.16 Reproduction of confidential examination materials.
- 2.17 Assembling material for:
- Cataloguing
 - Stocktaking
- 2.18 Where necessary, to control and maintain reprographic equipment and associated consumables
- 2.19 To be responsible for:
- The storage and retrieval of stencils and standard documents
 - The repair and recovering of textbooks
- 2.20 To assist with exhibitions and displays for open days, festivals, plays, fetes, etc., including mounting/framing finished work.
- 2.21 Where applicable issue audio visual equipment, files and aids as required
- 2.22 Repair to equipment:
- Simple repairs to equipment/apparatus
 - Manufacture simple replacement parts as required by the Science Department
 - Arrange for repairs of other equipment with outside agencies
- 2.23 The use of PC/WP Keyboard to input, amend and delete as may be required when carrying out normal duties
- 2.24 Liaise with the Head of Department regarding the use of new information technology equipment
- 2.25 Such other duties as may be commensurate with the grade and nature of the post

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

Supervising Officer's Job Title Senior Laboratory Technician

3.2 LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. **through others**)

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__