

Job Description for Science Technician
Responsible to: Senior Science Technician
Post Grade: Level 4

Purpose of the post

The Science Technician's role is to assist the Senior Science Technician in the effective delivery of technical support to the whole Science department.

Technicians should not be expected to carry out duties that would be the responsibility of teachers in departments without technical support.

Duties

1. Required to work cross-curricular within the Science Department.
2. Preparation of materials and setting up/clearing away of equipment as requested by teaching staff.
3. Assisting with the oversight of specialist teaching areas, stores and preparation rooms and arrangements of maintenance and repair services to equipment and working surfaces.
4. Assisting with the maintenance of stock and breakage records, catalogues and user manuals.
5. Assisting with receiving and accounting for new stock and equipment.
6. Assisting with the maintenance of safety standards in the Science Departments.
7. Assisting with the maintenance of all scientific equipment belonging to the Science Department, which may include living organisms and care of animals and plants.
8. Design and construction and apparatus.
9. Assistance to teaching staff, if required, with demonstration lessons and class practical investigations.
10. Assistance to teaching staff if required, with extra-curricular activities such as Science club.

Duties are reviewed annually with the Director of Science.