

## **JOB DESCRIPTION FOR A SCIENCE TECHNICIAN (CHEMISTRY)**

### **1. Main purposes of the position**

- i. To assist teaching staff in the preparation of practical work in chemistry at all key stages.
- ii. To give general support & assistance to science teaching staff, especially those in the chemistry department.
- iii. To efficiently manage & organise the chemistry preparation & store rooms and the resources of the department.

### **2. Line managed by:**

The Subject Leaders for Chemistry

### **3. Line management responsibility for:**

None

### **4. Generic responsibilities for all staff in the school**

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. All staff must follow school policies with regard to the use of inappropriate language by students whether it be racist, homophobic or simply coarse or crude.
- v. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- vi. All staff must know what to do in the event of the fire alarm sounding.
- vii. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- viii. All staff are expected to participate in the school's performance review system.
- ix. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- x. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- xi. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- xii. All staff are required to follow all agreed school policies and procedures.
- xiii. Staff should at all times set an example of personal integrity and professionalism.

- xiv. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

## **6. Generic responsibilities of a science technician**

- i. Order apparatus, equipment and chemicals as required by the subject.
- ii. Order textbooks & other learning resources, including e-learning resources using the school's ordering system.
- iii. Assist with the distribution & collection of student textbooks, storing their records for future reference.
- iv. Photocopy & print materials, including examination papers, as required.
- v. Supply apparatus, chemicals & textbooks for lessons as requested by teaching staff.
- vi. Clear the laboratory of equipment & resources once the lesson has finished.
- vii. Undertake an annual stock take.
- viii. Maintain the preparation & store rooms in an adequate state of organisation & tidiness.
- ix. Maintain a programme of cleaning laboratory benches, fume cupboards & sinks and any other areas not covered by routine cleaning.
- x. Ensure the maintenance & first line repair of equipment, authorising repair by outside contractors or replacement when necessary.
- xi. Ensure the safe storage of laboratory equipment in line with health & safety regulations.
- xii. Attend subject, technician & support staff meetings as required.
- xiii. Work collaboratively with the other science technicians to supply lap tops to teaching staff when required, packing them away after use.
- xiv. Provide assistance during the short term when one of the other science technicians is absent.
- xv. To keep up to date with health & safety requirements with regards to the storage, use & disposal of chemicals used within the school.

## **7. Specific responsibilities of the science technician for chemistry**

- i. Prepare reagents for lessons & practical examinations.
- ii. Prepare solutions of specified concentration, including standard solutions as and when required.
- iii. Ensure the safe disposal of all chemicals in line with health & safety regulations. This may include radioactive materials

This job description is effective from

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_