



Ashmole Academy

JOB DESCRIPTION

JOB TITLE:	Science Technician
GRADE:	NJC Point 17
PURPOSE OF JOB:	To assist the Science Department
RESPONSIBLE TO:	The Head Teacher in all matters and to the Head of Science for the duties involving that Department.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

1. Preparation of Apparatus

- (i) Preparation of apparatus for demonstrations, class practicals and practical assessments.
- (ii) Setting out the apparatus in the laboratories as appropriate
- (iii) Dismantling, maintenance and storage of apparatus.
- (iv) Liaising with Science teachers and other science technicians in organising the use of apparatus.

2. Maintenance of laboratories

- (i) Checking and replacing equipment in assigned laboratories as appropriate. Liaising with the Senior Technician when consumables and equipment need ordering.
- (ii) Care of work surfaces after practical work.
- (iii) Care of plants used in experiments
- (iv) Reporting any repairs needed to the Senior Technician.

3. Audio visual

Setting up of television and video recorder as required.

4. Reprographics

- (i) Photocopying and scanning work sheets and test papers
- (ii) Filing and storing worksheets and tests papers.

5. Health and Safety

- (i) In conjunction with the Senior Technician implementing the departments safety policy and risk assessment in accordance with the 1994 COSHH regulations.
- (ii) Maintenance and storage of equipment and chemicals to a safe standard.
- (iii) Safe disposal of chemical and biological waste materials.

To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder : _____

Head Teacher: _____ Date: _____