

WEATHERHEAD HIGH SCHOOL

SCIENCE TECHNICIAN

36 hours per week – term time only

KEY ROLE

- The preparation of demonstrations, exhibits, apparatus and other resources for use by Science teachers, from Years 7 to 13.
- To be aware of new developments in laboratory methods and control, and to design and implement new techniques for the effective utilisation of apparatus, equipment and materials.
- Performing duties in an efficient and safe manner to ensure that an effective technical service is maintained throughout the Science Department.

RESPONSIBILITY LINKS

- To report to the Head of Science.
- To report to the Business Manager, where appropriate.

SPECIFIC DUTIES

1. To provide technical support across all science subjects including the preparation of teaching aids, information and materials, and the setting up and clearing away of equipment and materials used by pupils and staff.
2. To clean and maintain routinely any tools, equipment, stock or hardware to be used by teachers or pupils.
3. Adhering to procedures designed to ensure the safe disposal of hazardous substances in accordance with current Health & Safety regulations (including radioactive substances, reagents, toxic chemicals, animal/plant specimens, microbiological substances, cultures, etc).
4. Managing the conservation of stock levels, modification of equipment, repair of apparatus and equipment, re-ordering where necessary.
5. Use of information technology as directed for record keeping of stock and orders.
6. Assisting with the development of new technical initiatives in response to changes in the National Curriculum and advise on technical/skill requirements to perform particular experiments as a complementary role to teaching staff.
7. Ensuring the most effective use of resources/commodities in the laboratory as required by the Head of Science including the manufacture of replacement parts for apparatus and equipment, e.g. glassware.
8. Liaising with teaching staff in respect of risk assessments for all substances in Schemes of Work to ensure that experiments are performed safely.
9. Identifying alternative substances/chemicals to replace those currently listed as hazardous in relevant regulations.
10. Ensuring the safe storage of toxic substances, reagents, chemicals.
11. Labelling chemicals/solutions etc with appropriate symbols and prepare associated documentation in accordance with relevant regulations.
12. Contact with suppliers as appropriate.
13. To undertake training as appropriate, to develop skills and to train new and temporary technicians, where appropriate.
14. To maintain an adequate First Aid Kit within the Department.
15. To be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them.
16. To undertake any other duties appropriate to the grading of the post as may be required by the Headteacher.