# NEW MILLS SCHOOL

#### JOB DESCRIPTION

**Job Title:**  Science Technician

**Job Ref:**

**Line Manager:**  FTL Science

**Grade:**  Grade 5

**Hours/weeks:**

## Main Duties and Responsibilities:

* Preparation for classes studying Science
* To maintain all equipment as appropriate
* To set up experiments for assessments as appropriate
* To be responsible for the safe storage of chemicals, radio-active materials and apparatus in accordance with DCC Safety Procedures as directed by the Head of Science
* To be aware of current Health and Safety regulations and practices
* To be responsible for maintaining records and stock control
* To be responsible for the general hygiene of the Science areas, including all prep rooms
* To maintain culture stocks and carry out the safe disposal of used materials
* To obtain sundry articles as necessary for experiments/demonstrations
* To prepare and make teaching aids for use in laboratories
* To assist in ordering materials
* To keep up to date with new technology and new developments
* To participate with the training of other technical or support staff as directed by the Head of Science or School Business Manager

Specific Additional Duties

* To work with other Science Technicians to ensure the most efficient organisation of support for the Science Faculty. This may also include co-ordinating the training of other technical staff.
* To be aware of defect in the fabric or equipment of the Science area and to report such defects to the Head of Science or School Business Manager.

**General Responsibilities**

* To undertake First Aid training and be available for First Aid duties as required by the school
* To perform duties and attend meetings as reasonably required.
* To participate in the School's performance management scheme.
* To undergo in-service training where required.
* To comply with the school’s Health and Safety policy and contribute to risk assessments as appropriate.
* To observe and implement current school policies and good practice.
* Contribute to the overall ethos, vision and aims of the school
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder’s signature:

Post holder’s name:

Date: