



# The Westminster School

## JOB DESCRIPTION

Job Title	Science Technician
Band/Job Group	Band C 5-8
Hours/Weeks	37 hours per week, term time only + INSET Days + 5 Days
Responsible to	Pathway Leads

### Job Summary

- To provide technical support to the School's Science Department
- To provide classroom support to pupils under the direction of the teacher.

### Duties and responsibilities

1. Prepare the materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary. Prepare distilled/de-ionised water.
2. Set up and test demonstration experiments and ensure that they will work well.
3. Assist in practical classes and carry out demonstrations.
4. Dispose safely of biological and chemical residues and other waste materials in accordance with CLEAPPS guidelines.
5. Be responsible for making appropriate risk assessments.
6. Keep up to date with Health & Safety information.
7. Carry out Health & Safety checks on laboratories, prep room and stores.
8. Carry out safety checks, which may include electrical equipment, fume cupboards, firstaid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate.
9. Maintaining a good stock of necessary materials for the construction of scientific apparatus.
10. Clean apparatus e.g. glassware, used by teaching staff and by pupils if it is difficult or dangerous. Sterilise appropriate apparatus.
11. Care of animals and plants kept for observations and experimental purposes.
12. Maintain apparatus and equipment in good working order and carry out repairs. Where the job is beyond the capabilities of the technician team to organise the execution of the work in consultation with the Head of Science.
13. Inspect, maintain and use correctly safety equipment.

14. Construct and/or modify laboratory apparatus. Test new experiments and assist in devising new practical work.
15. Assist in construction and preparation of the audio/visual aids, and routine maintenance of the AVA equipment used in the Science Department.
16. To keep area tidy and free of clutter. Be responsible to the Pathway Leaders for the maintenance and upkeep of the science laboratories and advising on any improvements which can be made in this respect.
17. Administering stock control and ordering procedures, preparation of requisition, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
18. Operate laboratory documentation systems (cataloguing, filing, worksheets etc). Assist with the maintenance of computer records.
19. Provision of guidance as necessary to assist technical staff including support with on the job training.
20. Any other duties as may be required from time to time as designated by the Pathway Leaders that are commensurate with the post.
21. To participate in the operation of the School's Performance Management Scheme.
22. It is the responsibility of each employee to carry out their duties in line with School policies on Equality and Diversity, promoting a positive approach to a harmonious working environment.
23. Use and development of ICT as required.
24. Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
25. The post holder must at all times carry out his/her responsibilities with due regard to the School's policy, organisation and arrangements for Health and Safety at Work.
26. All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

Issued by: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

