



UPPER PREPARATORY & SENIOR DEPARTMENT

Science Technician, Part-Time (28 hours per week)

Specific responsibilities:

N.B. This is a flexible working document and should not be considered exhaustive.

We are looking to appoint an enthusiastic, knowledgeable science technician to assist the growing science department. Key duties are:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by pupils and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities by ensuring the prep room is well resourced, organised and developed with equipment kept in good working order.
- Co-coordinating the use and development of practical resource and facilities within the science department.
- Ensuring that the health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks and risk assessments and by keeping up-to-date with current procedures and practices.
- Ensure that the preparation areas, storerooms, glassware and equipment are in a safe, clean and orderly condition.
- Overseeing the safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
- Overseeing stock control, compiling orders, liaising and/or negotiating with suppliers, organising the maintenance, repair, calibration and testing of equipment and maintaining appropriate records.

An induction programme is offered, and ongoing professional development is supported through INSET days and training opportunities. Lunch is provided free of charge and car parking on site is available.

Specific Duties:

- To feel confident in the preparation of Science practicals to GCSE level.
- To be responsible for the production, distribution and disposal of practical resources as required.
- To carry out annual stock take on equipment and chemicals, whilst checking regularly for deterioration.
- To order equipment, stationary and chemicals throughout the year.
- To ensure general lab cleanliness and upkeep of first aid and spills kits.
- To set up and practice experiments with teaching staff before lessons.
- To oversee the completion of risk assessments for each practical.
- To risk assess and label chemicals in accordance with COSHH and CLEAPSS regulations.
- To keep up to date with changing health and safety policies as issued by COSHH or CLEAPSS.
- To be responsible for the safe storage of chemicals and apparatus.
- To act as health and safety representative for the science curriculum area, and attend Health & Safety meetings as required.
- Support teachers in case of emergencies in classes, breakages and spillages of chemicals.
- Maintain and clean any scientific apparatus.
- Check materials and equipment before and after use by class for quantity and damage.
- To routinely check laboratory's and maintenance and to advise on equipment shortages.