

JOB TITLE	Laboratory / Science Technician (Secondary School)	JOB REF NO	AAAE5065
------------------	---	-------------------	-----------------

BASIC JOB PURPOSE

To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory experiments.

MAIN RESPONSIBILITIES

1	Check and provide in the appropriate laboratories, science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities.
2	Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.
3	Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
4	Receive, maintain a security system and distribute all science external examination papers to ensure strict confidentiality is kept whilst these are stored both before and after examinations take place.
5	Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable pupils to carry out practical science experiments in the laboratory.
6	Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes and recommend solutions to technical problems encountered
7	Demonstrate and provide hands-on practical pupil instruction in correct usage and application of laboratory and science equipment and work with pupils on project work in a supporting role.
8	Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department. Assisting Head of Science by keeping record of spending and budget.
9	Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
10	Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements.
11	Other duties including support to facilitate the smooth running of the science department
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	