

SCIENCE DEPARTMENT

Science Technician LBR 2

44.2 weeks per year, 36 hours per week

Responsible to Line Manager – Senior Science Technician in the first instance and then Head of Science

To work as part of a team

1. Particular Daily Duties

- (a) Preparation of specific lesson material for designated areas of the Department to include as appropriate:
- i) Collecting apparatus and chemicals from storage
 - ii) Preparing necessary solutions
 - iii) Checking individual components in and out for class use
 - iv) Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons
 - v) Preparing experiments, setting up apparatus and equipment for demonstration and practical lessons as requested by teaching staff
 - vi) Preparing for and setting up practical examinations
 - vii) Liaising with staff over use of equipment and stock
 - viii) Advising staff of any problems, including safety aspects.
 - ix) Returning apparatus, etc., and chemicals to storage as soon as practicable.
 - x) Repairing damages or arranging for this to be done.

2. General Routine Duties

- (a) Laboratory maintenance, including:-
- i) Switching on/off main services
 - ii) Keeping laboratories clean and tidy in conjunction with the teacher in charge
 - iii) Cleaning of sinks, chemicals on bench tops, spillages of chemicals on floor
 - iv) Storing materials tidily
 - v) Keeping equipment clean
- (b) Other duties:-
- i) Taking stock of chemicals, consumables, stationery, books and breakable items
 - ii) Updating stock record books
 - iii) Advising on stock replacement needs
 - iv) Writing orders and checking arrivals

3. Other Duties

Any other reasonable duties concerning the Science Department, as may be requested from time to time by Head of Science/Senior Science Technician.

Signed.....

Dated