

# St Augustine of Canterbury Catholic High School



## JOB DESCRIPTION

**Job Title:** Science Technician  
**Grade:** SCP 11 – 13

All job descriptions operate within the context of:

1. The school's mission statement.
2. The declared aims and objectives of the school.
3. The roles and responsibilities of the staff as declared in the staff handbook.

### Core Tasks

- Prepare, deliver and collect equipment and materials for lessons both for demonstration and class use.
- Maintenance of equipment and materials, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and reporting other damage/needs to the appropriate person. Ensuring that equipment is sufficient and in good repair each summer in readiness for the new academic year and undertake associated stock-taking and assess register duties.
- Maintain good health & safety practice e.g. CLEAPPS and COSHH.
- Adherence to regulations
- Advise and assist in the safe disposal of waste and hazardous substances
- Attend and participate in meetings as required

### Key Roles

1. **To Prepare for Science Teaching**  
Prepare all equipment, apparatus, materials and chemicals as required by Science staff, according to agreed procedures, in time for Science lessons. Deliver such resources to the appropriate classrooms being mindful of health and safety and remove when required. Examples of prep resources would include:
  - Stock solutions & other chemicals
  - Texts
  - Apparatus
  - Electrical and electronic equipment
  - Video recordings, DVD's

Maintain practical timetable.

If, and when required, assist staff in Science Labs/Computer Rooms

2. **Health & Safety**

Assist in the provision of a safe, clean and secure working environment in all science laboratories and the prep room by:

- Dealing safely and quickly with breakages and spillages.
- Clearing away science equipment and apparatus from laboratories as soon as possible after classes have been completed.
- Washing/cleaning Science apparatus and equipment after use and storing safely and securely.
- Cleaning sinks in laboratories and prep room
- Member of the first aid team if required undertaking the necessary training.

3. **Stock Control**

Ensure the safe and efficient use of resources, especially chemicals, keeping accurate records of use, breakages and future planned consumptions to ensure that adequate supplies are maintained so that planned schemes of work can be delivered without delays brought about by deficiencies.

4. Within the allocated science department budget, as directed by the head of science, assist in compiling orders for chemicals, equipment, texts and other essentials for the delivery of the science curriculum taking account of best value principles.
5. Assist in the purchase and collection of both fresh and other items for practicals when impractical to order these in.

**Additional Duties**

Any other duties deemed reasonable as directed by the Head Teacher.

Signed:

Date: