



## **JOB DESCRIPTION**

### **Science Technician**

**Line Manager:** Senior Science Technician

#### **Key responsibilities**

To provide efficient technical support to the teaching staff including the maintenance and upkeep of the laboratories, to enable them to concentrate on their primary task of teaching. As a vital member of the Science Department this is a unique and flexible role which, in addition to preparing Equipment for the teaching staff fulfils an organisational role crucial to the smooth running of Science at Radnor House.

#### **Key Role**

To provide a technical laboratory service, to include:

- Preparing the materials and apparatus for demonstrations, practical work and examinations.
- Setting up and testing demonstration experiments.
- Assisting teaching staff with demonstrations in the use of apparatus and supervising students using apparatus including oscilloscope, signal generator, Van de Graaff generator, electronic diagnostic equipment and other equipment required for the teaching of Science.
- Cleaning of apparatus used by teaching staff and students.
- Assisting in the maintenance of plant and animal specimens in the department.
- Liaising with colleagues to share expertise.

To provide a construction and repair service, to include:

- Inspecting and arranging for repairs, etc to furnishings, equipment and services in the laboratories and preparation room.
- Construction, maintenance and modification of laboratory apparatus.
- Testing new experiments and assisting in devising new practical work in conjunction with teachers.
- Preparing examination apparatus and equipment.

To ensure a safe working environment for staff and pupils by ensuring:

- The safe disposal of chemical residues and other waste materials.
- The inspection, maintenance and correct use of safety equipment with reference to National safety standards and CLEAPSS.
- Procedures in the Science department comply with the current Safety Policy for schools.
- The display of relevant safety regulations.

To provide an administration service, to include:

- Operating and administering stock control, including printed resources.
- Operating laboratory documentation systems.
- Responsibility for the science department's audio-visual equipment, including videos and CDs.

- Keeping records of equipment on loan to other departments and students and checking that equipment is returned in good order.
- Assisting with maintaining the Science Department's equipment inventory.
- Photocopying and duplicating material relevant to the department.
- Ordering scientific equipment and materials, books and stationery and tracking these orders.

### **Pastoral Responsibilities:**

Take a full part in the pastoral arrangements of Radnor House.

### **Other considerations:**

- At all times being mindful of all matters concerning Health and Safety in the laboratory and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- Maintaining an efficient work ethic at all times
- Having a professional appearance at all times, i.e. wearing the appropriate protective clothing when in the laboratory
- Organizing tasks with the expectation that standards will be commensurate with the ethos of Radnor House
- To work in accordance with the role of Science Technician as defined from time to time by Radnor House
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House.
- To undertake such other duties as the Head, Deputy or Subject Leader for Science may reasonably request.
- To continue the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate job description

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**

Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the 'Directory of Policies' page of our website.