



JOB TITLE: Science Technician
SCHOOL: Longdendale High School
DEPARTMENT: Education - School Support
RESPONSIBLE TO: Head of Department, SLT Link, Headteacher
GRADE: SCP 11-16

PURPOSE OF POST:

Support learning by assisting teaching staff in preparing materials and equipment for demonstration and practical lessons within the Science department. The technician will provide technical support, assist in practical lessons and carry out demonstrations. This also includes giving Health & Safety guidance to teachers and students.

Specific Duties and Responsibilities

- Contribute to operational functions by providing practical support and effective organisation of activities.
- Provide and prepare all equipment, chemicals and specimens for practical sessions and examinations including, constructing, setting up and dismantling equipment as required.
- Advise and support staff in the safe and proper use of equipment and contribute to demonstrations as required.
- Co-ordinate the maintenance of the laboratories and equipment, including carrying out minor repairs to apparatus following standard procedures in accordance with Health and Safety requirements.
- Undertake regular safety checks, reporting any faults appropriately.
- Ensure all resources are stored securely.
- Maintain a log of work requests and actions taken.
- Order equipment and supplies as necessary to support the delivery of the curriculum.
- Receive and check deliveries, keeping accurate records for materials and equipment.
- To keep accurate financial records, monitoring income and expenditure.
- Undertake general administration duties to support the department.
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- Ensuring a healthy, safe and productive working environment, through the routine maintenance and cleaning of equipment, laboratories and prep rooms.
- To undertake appropriate and relevant training, keeping up to date with current procedures and practices.
- Preparation of standard solutions, materials, cultures for living organisms.



- Ensuring the healthy and safe storage and availability of suitable resources (including checking the condition of chemicals and equipment).
- Checking laboratory services and facilities and reporting faults as necessary.
- General cleaning of laboratory sinks, benches, surfaces and fixed and used equipment.
- Ensuring safe treatment and disposal of waste/expired materials, including hazardous substances, in accordance with current guidelines, and responding to actual/potential hazards.
- To become a nominated First Aider, responding to calls as required (full training will be given).

Key Requirements

- Willingness to undertake appropriate training.
- NVQ Level 3 or equivalent qualification and/or a minimum of 2+ years relevant experience.
- Excellent numeracy and literacy skills.
- Experience within this type of role would be advantageous.
- Competent in the use of other appropriate equipment.
- Ability to relate well to children and adults.
- Work constructively and effectively as part of a team.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.