



Bellerive FCJ Catholic College

Job Description - Science Technician

Responsible to: Head of Science
Hours: 32.5 hours per week (Term time only)

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

Purpose of the job

The responsibility of the Science Technician to assist with the delivery of practical work in the school's science programmes and assist the Senior Science Technician to be responsible for the science laboratories, prep room and storerooms.

The aim is to help the science teachers deliver the highest possible standard of teaching through experimental work and practical demonstrations and so improve students' performance in public examinations.

Expertise in Chemistry is a key consideration of this post.

Main activities as Science Technician

- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.
- Work in a team of laboratory technician(s) to ensure the provision of good quality technical support.
- To ensure appropriate support and development of the Science technician(s).
- To appraise other laboratory technicians in liaison with the Head of Science.
- To share good practice amongst other science technician(s).
- To promote a healthy & safe working environment for the Science technical support service in accordance with current Health & Safety regulations.

- Take a role in the provision of design, development and maintenance of specialist resources and projects within the department.
- To attend department meetings, as required.
- To ensure maintenance of equipment within the science department to an appropriate level of safety.
- To maintain all laboratory equipment, glassware and associated teaching resources in accordance with good laboratory practice and the maintenance procedures laid down by the manufacturers
- To ensure safety equipment is in place and in good condition by making regular checks and keeping an up to date log.
- To maintain the cleanliness and general appearance of science prep room, storeroom and labs to an appropriate level of safety.
- Maintain stocks of consumable items and record stock control and deliveries.
- To make recommendations to the Head of Science about the purchase of apparatus and equipment
- To maintain correct stock levels, purchasing consumables and replacement items of equipment as required.
- To liaise with the Senior Science Technician with regard to ordering replacement stock of all kinds and in conjunction with teaching staff advice and help with the safeguarding and security of department equipment.
- To maintain up to date stock books.
- To assist with a stock check of all scientific resources from Biology, Chemistry and Physics termly.
- The preparation, delivery and removal of materials, chemicals and equipment for pupils and teachers to use in science lessons.
- General clerical duties related to the department, as appropriate
- To inform the Head of department and caretaker of any necessary repairs to the fabric of the department.
- Contribute to the improvement of Science Schemes of Work by helping the Science teachers improve and extend their lab demonstrations and lab practical work.
- Preparing for and assisting with 'Required Practicals' for GCSE and A level Chemistry/Physics.
- To cover for absent technician(s) as directed by the Head of Science.

Responsibilities as Science Technician

D) Laboratory Servicing

- You will be responsible for preparing science class practicals and demonstrations for all Science lessons from Years 7 to 11 and practicals and demonstrations for a science A-level Chemistry/Physics.
- Preparation of teaching materials for lessons including (apparatus, equipment, chemicals and specimens) as requested by teaching staff for practical work. These resources should be prepared and laid out in appropriate labs in a timely manner and cleared away efficiently and as immediate as possible after use.
- Check materials and equipment, before and after use by a class, for quantity and damage
- Set up demonstration experiments and ensure that they work satisfactorily.
- Clean dirty apparatus (glassware) after use.
- Use aseptic techniques to prepare sterile agar plates, culture media, and safely dispose of microbial cultures after use (Biology).
- Set up data loggers and other computer-aided experimental equipment in order to facilitate practical work.

- Trial new experiments and assist teachers in devising practical work, particularly for an A level science
- Assist in the preparation and attend school open evenings, including sixth form open evenings.

B) Maintenance

- Maintain and service equipment in labs and prep room.
- Liaise with Head of Science in order to arrange repairs and replacement of equipment and furnishings.
- Maintain the equipment in the prep room and labs in an organised and tidy manner.
- Modify or construct equipment as required by the Head of Science and other members of the science team.
- Check that all basic resources within laboratories are complete and flag up any problems with relevant teachers.
- Complete a stock check of all resources kept in labs allocated to you once every term. This includes laboratory equipment, glassware and safety goggles.

C) Stock Keeping and Administration

- Operate an efficient system for stocking, storing, transporting and distributing practicals and equipment.
- Source living, and dead, biological specimens/materials where necessary.
- Obtain quotations from suitable suppliers of equipment and materials.
- Maintain laboratory documents and safety manuals and ensure that they are up to date.

D) Safety

- Arrange for the safe storage of equipment and chemicals.
- Dispose of chemical, microbial and biological waste safely.
- To maintain records of the safe disposal of chemical, microbial and biological waste.
- Advise any cleaning staff of how they need to handle and hazardous waste material.
- Inspect maintain and assist in the correct use of safety equipment in labs.
- Ensure that technical knowledge is kept up to date through training and familiarisation with CLEAPPS guidance.
- Introduce and maintain working procedures as recommended by CLEAPSS.
- To be accountable for the maintenance of a safe and healthy working environment.
- To maintain a valid First Aid at Work certificate appropriate for a school science block setting and to deliver first aid care when required.

You will be required to act as a First Aider and undertake appropriate training to fulfil this part of the role.

This Job Description is not exhaustive and will be subject to regular review.

June 2024