

HENDON SCHOOL



Job Description

Post: Science Technician

Accountable to: Senior Science Technician
(Line manager)

Job Purpose:

Job Specification

- To work in accordance with Hendon School health and safety policy, COSHH and the established working practices.
- To prepare, maintain and store apparatus required for demonstration or class practical work
- To organise and store other classroom materials such as worksheets, internal examination/test papers and textbooks as required by teaching staff. In addition to arrange for photocopying to be done as required.
- To maintain stock, receive and store new materials requiring special care e.g. toxic/corrosive chemicals, live biological samples. Both handling and storage are to be in accordance with CLEAPS requirements.
- To assist with practical lessons setting out and collection of apparatus and other equipment. To assist with the demonstration of apparatus and equipment as requested by the teaching staff.
- To keep stock records up to date
- To report deficits in stock levels to the senior technician or the Head of Science
- To act to reduce laboratory risks in accordance with COSHH regulations e.g. correct labelling of bottles, giving teaching staff the appropriate hazard cards for practical work
- To care for animals and plants kept for observation and experimental purposes in term time
- To set up and maintain visual aids, overhead projectors, tape recorders video and television, data logging equipment and ICT responsibility
- To participate in courses and other in service training on and off school premises as may be required by the Head of Science
- Any other particular duties as agreed between technicians and the Head of Science
- Subject to skills, training and qualifications of the individual technicians.
Particular duties may include:-
 - I. Care for, maintain and dispose of materials for micro-organisms culture.
 - II. Making up solutions and other chemical recipes to appropriate degree of accuracy.
 - III. Undertaking routine maintenance and simple electric equipment.
- To purchase perishable goods and other small items for class practical work from local shops.
- To administer First Aid in the laboratory, subject to experience and qualifications held by the technician and write a record of such in the laboratory accident book. All accidents or problems must be also reported to the School Officer. To obtain training in First Aid if required.